

SECTION 7. PROPERTY BOOK

7.1 Property Book. This functional area contains the primary processes required for property book operations. It includes Authorizations, Administrative Adjustment Report, Asset Adjustments, Lateral Transfers, Serial No., Registration No., Lot Updates, Unit Transfer/Task Force/Split Operations, and UIC Change Transactions. From the Main Menu, click **Property Book** to display the Property Book Menu.

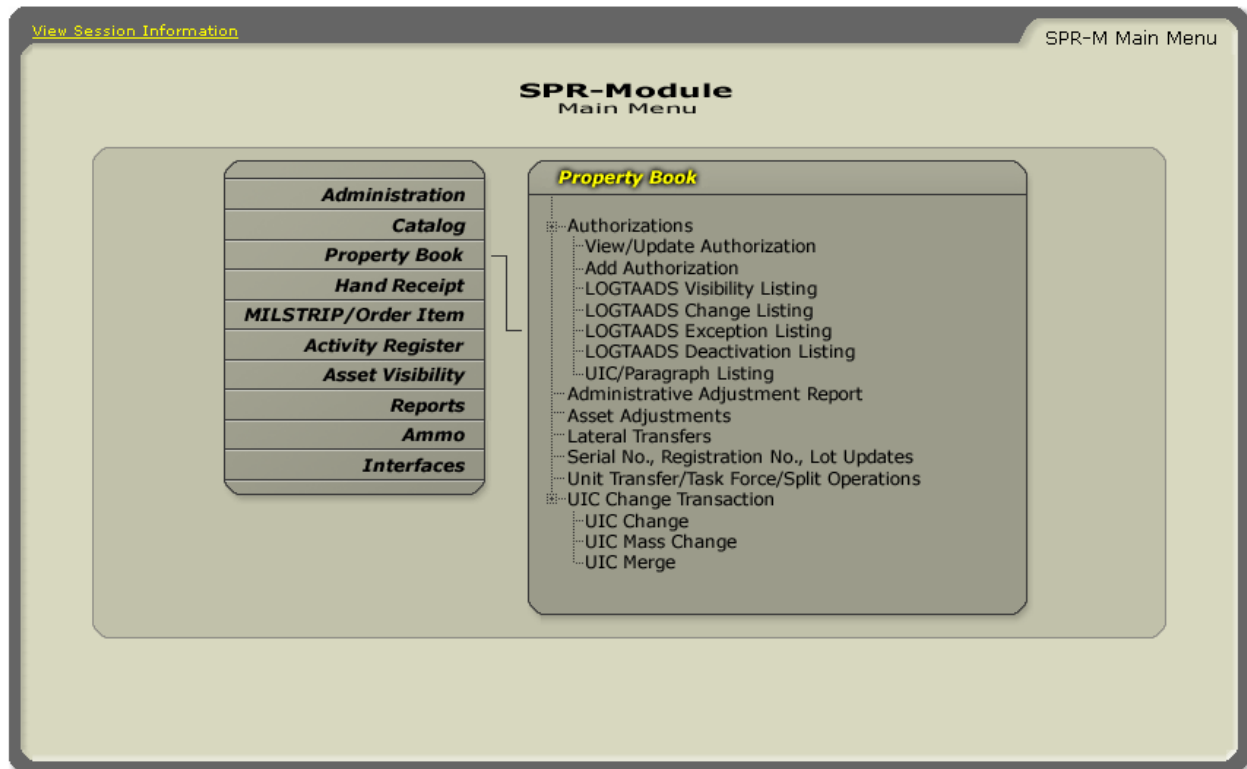


Figure 7.1-1 Property Book Menu

NOTE: Document numbers for property book transaction use the following construct: UIC, Julian Date, and Serial Number. Example: WD4MC021560004.

7.2. Authorizations. This selection allows access to the Authorization and Balance Table; both Logistics the Army Authorization Document System (LOGTAADS) and Non-LOGTAADS authorized Line Item Numbers (LIN).

a. Although Authorizations has seven menu selections, they appear as tabs on one of two screens, the Authorizations screen or the LOGTAADS Authorization Listings screen.

b. The Authorizations screen has three tabs, View/Update Authorization, Add Authorization, and UIC/Paragraph Listing. Access to all three is available from the menu (Figure 7.2-1).

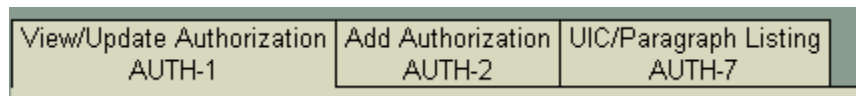


Figure 7.2-1 Authorizations Screen Tabs

c. The LOGTAADS Authorization Listings screen has four tabs, Visibility Listing, Change Listing, Exception Listing, and Deactivation Listing. Access to all four is available from the menu (Figure 7.2-2).

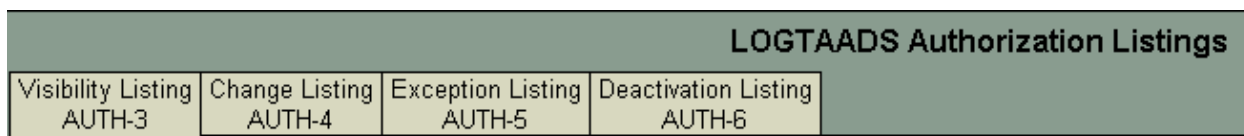


Figure 7.2-2 LOGTAADS Authorization Listings Screen Tabs

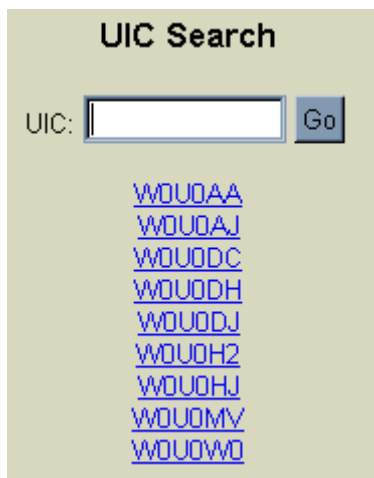
7.2.1 View/Update Authorization. Use this tab to view and update selected property book authorizations.

a. From the **Property Book** menu, click **View/Update Authorization** to display the **Authorizations** screen, **View/Update Authorization** tab (Figure 7.2-3).

Delete	LIN	PBIC	TAC	ERC	Req Qty	Auth Qty	SRI	Auth Doc Nr
	C68993	4	2	B	3	3		W1HDA AFCFC
	C69541	4	2	B	7	7		W1HDA AFCFC
	C79000	4	2	B	4	4		W1HDA AFCFC
	C89070	4	2	B	266	266		W1HDA AFCFC
	C89145	4	2	B	266	266		W1HDA AFCFC
<input type="checkbox"/>	C89480	4	2	B	0	266		W1HDA AFCFC
	C96399	4	3		0	200		CTA50-900
	CC0003	9	3		0	4		CTA50-909
	CG0005	4	3		0	2		CTA50-909
	CP0002	4	3		0	2		CTA50-909
	CS0007	4	3		0	1		CTA50-909
<input type="checkbox"/>	D20060	4	9		0	24		4610R
<input type="checkbox"/>	D60801	4	2	B	10	10		W1HDA AFCFC
	D78555	4	8		0	0		
	D82404	4	2	B	2	2		W1HDA AFCFC
<input type="checkbox"/>	D99573	4	9		0	1		4610R
	E00533	4	2	B	15	15		W1HDA AFCFC
	E03028	4	8		0	0		
	E03826	4	8		0	0		
<input type="checkbox"/>	E10835	4	2	B	1	1		W1HDA AFCFC
<input type="checkbox"/>	E32466	4	9		0	1		4610R

Figure 7.2-3 Authorizations Screen, View/Update Authorization Tab

- b. Click the **Find** button to display the **UIC Search** screen (Figure 7.2-4).



The image shows a web-based interface titled "UIC Search". It features a search field labeled "UIC:" with a text input box and a "Go" button. Below the search field, there is a list of UICs displayed as blue underlined text links. The UICs listed are: WDU0AA, WDU0AJ, WDU0DC, WDU0DH, WDU0DJ, WDU0H2, WDU0HJ, WDU0MV, and WDU0WD.

Figure 7.2-4 UIC Search Screen

- c. Click the **UIC** to select the unit. If no UICs appear, enter a complete, or partial, UIC in the **UIC** field and click the **GO** button.
- d. Click the list control buttons to navigate the authorizations list.
- (1) Click the **Next** button to display the next page of authorizations.
 - (2) Click the **Prev** button to display the previous page of authorizations.
 - (3) Click the **First** button to display the page of authorizations.
 - (4) Click the **Last** button to display the last page of authorizations.

7.2.1.1 Updating the Authorization List.

a. To update a record, click the **LIN** to display the **Update Authorization** screen (Figure 7.2-5).

Update Authorization

UIC: W1HDB1 Unit: 21ST CAV BDE 1ST SQDN

LIN:	B38672	PBIC:	4	TAC:	8
ERC:	<input type="text"/>	Req Qty:	<input type="text" value="0"/>	Auth Qty:	<input type="text" value="0"/>
SRI:	<input type="text"/>	Auth Doc Nr:	<input type="text" value="Unauthorized Item"/>		

Figure 7.2-5 Update Authorization Screen

Legend for Figure 7.2-5

Field Label	Field Name	Description
TAC	Type Authorization Code	Identifies the type of authorization an item received. Cannot change if TAC is 1 or 2
ERC	Equipment Readiness Code	Identifies equipment for readiness reporting purposes. Cannot change if TAC is 1 or 2
Req Qty	Required Quantity	Amount of items specified by an authorization document (MTOE, TDA, JTA) needed to fulfill the mission of the unit. Cannot change if TAC is 1 or 2
Auth Qty	Authorized Quantity	Amount of items specified by an approved authorization document (MTOE, TDA, JTA, CTA) needed to fulfill the current mission of the unit. Cannot change if TAC is 1 or 2.
SRI	Special Reporting Item Code	Identifies special reporting requirements of items by UIC and LIN for unit equipment readiness reporting IAW AR 220-1.
Auth Doc Nr	Authorization Document Number	Authorization document that authorizes the item to the unit. Cannot change if TAC is 1 or 2

b. Input the desired data and click the **Apply** button.

c. When the confirmation box appears, click the **OK** button.

7.2.1.2 Deleting an Authorization.

a. An authorization may be deleted, if the selected LIN meets the following conditions:

- (1) The on-hand quantity equals zero.
- (2) There are no Serial/Registration/Lot Numbers.
- (3) The due-in quantity equals zero.

(4) All transactions in suspense must be cancelled, completed, or have a DIC of AC_ that has to be processed and confirmed.

b. Click the **Delete** check box for the LIN (Figure 7.2-6)

Authorizations									
View/Update Authorization AUTH-1	Add Authorization AUTH-2	UIC/Paragraph Listing AUTH-7							
	CW0001	4	3		0	3			CTA50-909
	D01857	4	3		0	3			CTA50-900
	D64043	4	3		0	3			CTA50-900
	D78555	4	2	B	0	5			W1HDA AFCFC
	D78555	4	2	B	0	13			W1HDA AFCFC
	D78555	4	2	B	0	1			W1HDA AFCFC
	D78555	4	2	B	0	1			W1HDA AFCFC
	DC0001	4	3		0	1			CTA50-909
	DV0001	4	3		0	1			CTA 50-909
	E63728	4	2	B	2	2			W1HDA AFCFC
<input checked="" type="checkbox"/>	E70064	4	2	B	0	1			W1HDA AFCFC
<input checked="" type="checkbox"/>	E98103	4	8		0	0			EXCESS
	EF0002	4	3		0	1			CTA50-909
	ER0002	4	3		0	1			CTA50-909
	F28747	4	3		0	3			CTA50-900
	F30117	4	3		0	120			CTA50-900
	F30391	4	3		0	3			CTA50-900
	F32055	4	3		0	9			CTA50-900
	F54817	4	3		0	3			CTA50-900
	F55607	4	2		0	0			W1HDA AFCFC
	F55607	4	2	B	0	1			W1HDA AFCFC
	F57463	4	2		0	0			W1HDA AFCFC
	F57463	4	2	B	0	1			W1HDA AFCFC
	FB0001	4	3		0	1			CTA 50-909
	FE0004	4	9		0	1			AR840-10
	FF0001	4	3		0	5			CTA50-909
	FG0005	4	9		0	1			AR840-10

Figure 7.2-6 Authorizations Screen, View/Update Authorization Tab, Delete Selected

c. Click the **Delete** button.

d. When the confirmation box appears, click **OK** to confirm or **Cancel** to deny.

e. Click **OK** on the dialog box.

7.2.1.3 Search. Use the Search function to find specific records in the database.

a. Click the **Search** button to display the **View/Update Authorization Search** screen (Figure 7.2-7).

UIC:
LIN:
PBIC:
TAC:
ERC:
Auth Doc Nr:

Figure 7.2-7 View/Update Authorization Search Screen

b. Enter the search criteria in the appropriate fields.

c. Click the **Search** button to execute the search.

d. Click **Reset** to clear the fields

NOTE: For more information on searches, see section 4.

7.2.1.4 Insert.

a. Click the **Insert** button to display the **View/Update Authorization Add Authorizations** screen (Figure 7.2-8).

Add Authorization

UIC: 123456 Unit: CompCode: ALO: Eff Date: 09 JAN 2003

LIN: PBIC: TAC:
ERC: Req Qty: Auth Qty:
SRI: Auth Doc Nr:

Figure 7.2-8 Add Authorization Screen

b. Using **Insert** performs the same function as the Add Authorization tab; see paragraph 7.2.2.

7.2.1.5 Print.

a. To print the Authorizations – View/Update report using Excel, click the **Print** button.

b. For further information about printing with Excel, see section 4.

7.2.2 Add Authorization. Use this function to add an authorized LIN/NSLIN record to the ABF. The Added Authorizations fall under criteria other than LOGTAADS, and include CTA, and/or other authorization documents.

a. From the **Property Book** menu, click **Add Authorization** to display the **Authorizations** screen, **Add Authorizations** tab (Figure 7.2-9).

Authorizations

View/Update Authorization AUTH-1 | Add Authorization AUTH-2 | UIC/Paragraph Listing AUTH-7

UIC: 123456 Find Unit: CompCode: ALO: Eff Date: 09 JAN 2003

LIN: PBIC: 0 TAC: 1
ERC: Req Qty: Auth Qty:
SRL: Auth Doc Nr. TOE/MTOE

Search Apply Refresh Undo Insert Delete Print... Help... Version...

Figure 7.2-9 Authorizations Screen, Add Authorization Tab

Legend for Figure 7.2-9

Field Label	Field Name	Description
LIN	Line Item Number	Six position code that identifies an equipment item
ERC	Equipment Readiness Code	Identifies equipment for readiness reporting purposes
SRI	Special Reporting Item Code	Identifies special reporting requirements of items by UIC and LIN for unit equipment readiness reporting IAW AR 220-1.
PBIC	Property Book Identification Code	One position code that identifies the type of property contained in a property book.
Req Qty	Required Quantity	Amount of items specified by an authorization document (MTOE, TDA, JTA) needed to fulfill the planned mission of the unit. Cannot change if TAC is 1 or 2
Auth Doc Nr	Authorization Document Number	Authorization document that authorizes the item to the unit
TAC	Type Authorization Code	Identifies the type of authorization an item received.
Auth Qty	Authorized Quantity	Amount of items specified by an approved authorization document (MTOE, TDA, JTA, CTA) needed to fulfill the current mission of the unit. Cannot change if TAC is 1 or 2.

- b. Click the **Find** button to display the **UIC Search** screen (Figure 7.2-10).

UIC Search

UIC:

[WDU0AA](#)
[WDU0AJ](#)
[WDU0DC](#)
[WDU0DH](#)
[WDU0DJ](#)
[WDU0H2](#)
[WDU0HJ](#)
[WDU0MV](#)
[WDU0WD](#)

Figure 7.2-10 UIC Search Screen

c. Click the **UIC** to select the unit. If no UICs appear, enter a complete, or partial, UIC in the **UIC** field and click the **GO** button.

NOTE: An authorization record can be established for the same LIN/NSLIN, but using a different PBIC.

d. Enter the LIN. The LIN must exist in the catalog.

e. Select the desired PBIC from the LOV. The default is "8".

f. If desired, select a TAC from the LOV.

(1) The TAC controls the Auth Doc Nr: field and vice versa.

(2) TAC "A" is for LOGTAADS and cannot be selected.

(3) TACs 3, 8, and 9 prevent changes to the ERC.

g. Select the desired ERC from the LOV.

h. If desired, enter a **Req Qty** and an **Auth Qty**.

i. If desired, select an **SRI**.

j. If a TAC was selected, the Auth Doc Nr field will be filled. However, the TAC 3 has two possible entries, CTA 50-900 and CTA 50-909. Select the correct entry.

k. Click the **Apply** button to save the changes to the database.

l. To print the Add Authorizations report using Excel, click the **Print** button and follow the prompts.

NOTE: For further information about printing with Excel, see section 4.

7.2.3 LOGTAADS Visibility Listing. This process displays and prints the LOGTAADS Visibility Listing. The Visibility Listing provides a list of all the unit's LOGTAADS authorizations. The LOGTAADS Change Listing, LOGTAADS Exception Listing, and LOGTAADS Deactivation Listing are accessible from this screen.

a. From the **Property Book** menu, click **LOGTAADS Visibility Listing** to display the **LOGTAADS Authorization Listings** screen, **Visibility Listing** tab (Figure 7.2-11).

LOGTAADS Authorization Listings

Visibility Listing AUTH-3	Change Listing AUTH-4	Exception Listing AUTH-5	Deactivation Listing AUTH-6
------------------------------	--------------------------	-----------------------------	--------------------------------

UIC: W1HDA1

Find

Unit:21ST ACFT SPT PACKAGE

First

Prev

Next

Last

Page 1 of 2

Prev:17 Oct 2001

Curr:02 Oct 2002

Proj1:01 Oct 2003

Proj2:

LIN	Para	Nomen	ERC	Prev Req Qty	Prev Auth Qty	O/H Qty	Curr Req Qty	Curr Auth Qty	Change	Proj1 Req Qty	Proj1 Auth Qty	Change	Proj2 Req Qty	Proj2 Auth Qty	Change
A21633	001	AERIAL SCOUT HELICOPTER: OH-58D	B	6	6	0	6	6	0	6	6	0	0	0	0
C20722	001	COUNTERMEASURES SET: AN/ALQ-136(V)5	B	22	42	36	20	20	-22	20	20	0	0	0	0
D03159	001	DETECTION SET RADAR SIGNAL: AN/APR-39A(V)1	B	28	56	12	28	28	-28	28	28	0	0	0	0
D20060	001	DISPENSER GENERAL PURPOSE: AIRCRAFT M130	B	22	44	42	22	22	-22	22	22	0	0	0	0
E02550	001	ELECTRONIC COMPONENTS ASSEMBLY AN/ASQ-201: (ATAS)	B	6	12	0	6	6	-6	6	6	0	0	0	0
G95741	001	GUIDED MISSILE SURFACE ATTACK DUMMY: (HELLFIRE)	B	24	48	15	24	24	-24	24	24	0	0	0	0
G95863	001	GUIDED MISSILE SYSTEM: TEST SET AN/TSM-205	B	0	1	0	1	1	0	1	1	0	0	0	0
G96350	001	GUIDED MISSILE TRAINING M36: (HELLFIRE)	B	56	72	47	16	16	-56	16	16	0	0	0	0
H28647	001	HELICOPTER ADVANCED ATTACK: AH- 64A	B	22	26	0	4	4	-22	4	4	0	0	0	0
H48918	001	HELICOPTER: ATTACK AH-64D	B	0	12	21	12	12	0	12	12	0	0	0	0

Search...

Apply

Refresh

Undo

Insert...

Delete

Print...

Help...

Version...

Figure 7.2-11 LOGTAADS Authorization Listings Screen, Visibility Listing Tab

b. Click the **Find** button to display the **UIC Search** screen (Figure 7.2-12).

UIC Search

UIC:

[W0U0AA](#)
[W0U0AJ](#)
[W0U0DC](#)
[W0U0DH](#)
[W0U0DJ](#)
[W0U0H2](#)
[W0U0HJ](#)
[W0U0MV](#)
[W0U0WO](#)

Figure 7.2-12 UIC Search Screen

- c. Click the **UIC** to select the unit. If no UICs appear, enter a complete, or partial, UIC in the **UIC** field and click the **GO** button.
- d. Click the list control buttons to navigate the authorizations list.
 - (1) Click the **Next** button to display the next page of authorizations.
 - (2) Click the **Prev** button to display the previous page of authorizations.
 - (3) Click the **First** button to display the page of authorizations.
 - (4) Click the **Last** button to display the last page of authorizations.
- e. To search the database for specific records:
 - (1) Click the **Search** button to open the **Visibility Listing Search** screen (Figure 7.2-13).

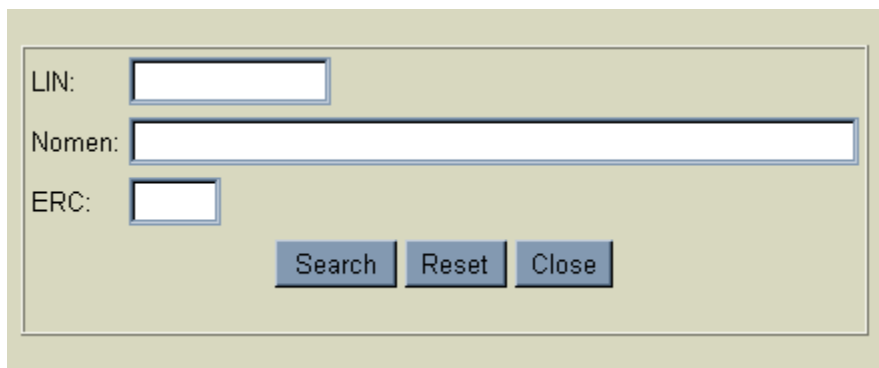
The image shows a web-based search interface. It has a light beige background. On the left side, there are three labels: 'LIN:', 'Nomen:', and 'ERC:'. Each label is followed by a text input field. The 'LIN:' field is a small box, 'Nomen:' is a long box, and 'ERC:' is a small box. Below these input fields, there are three buttons: 'Search', 'Reset', and 'Close'. The buttons are rectangular with a slight gradient and are positioned to the right of the input fields.

Figure 7.2-13 Visibility Listing Search Screen

- (2) Enter the desired search criteria.
- (3) Click the **Search** button to execute the search.
- (4) Click **Reset** to clear the fields.
- (5) Click **Close** to exit the screen.

NOTE: For more information about searches, see section 4.

- f. Click the **Print** button to print the LOGTAADS Visibility Listing using Excel.

NOTE: For further information about printing with Excel, see section 4.

7.2.4 LOGTAADS Change Listing. This process displays and prints the LOGTAADS Change Listing. The Change Listing provides a list of LOGTAADS authorization changes, such as ERC, authorized quantity, etc. The LOGTAADS Visibility Listing, LOGTAADS Exception Listing, and LOGTAADS Deactivation Listing are accessible from this screen.

- a. From the **Property Book** menu, click **LOGTAADS Change Listing** to display the **LOGTAADS Authorization Listings** screen, **Change Listing** tab (Figure 7.2-14).

LOGTAADS Authorization Listings

Visibility Listing AUTH-3 Change Listing AUTH-4 Exception Listing AUTH-5 Deactivation Listing AUTH-6

UIC: W1HDC1 **Find** Unit: 21ST CAV BDE 2ND BDE Eff Date: 01 Oct 2003

First Prev Next Last Page 1 of 1

Prev: 17 Oct 2001 Curr: 02 Oct 2002 Proj: 01 Oct 2003

LIN	Para Num	Nomen	Erc	Prev Req Qty	Prev Auth Qty	O/H Qty	Curr Req Qty	Curr Auth Qty	Change	Proj Req Qty	Proj Auth Qty	Change
C89070	008	CAMOUFLAGE SCREEN SUPPORT SYSTEM: WOODLAND/DESERT	B	0	266	173	266	266	0	0	0	-266
C89145	008	CAMOUFLAGE SCREEN SYSTEM: WOODLAND LT WT RADAR SCAT W/O SPT SYS	B	0	266	227	266	266	0	0	0	-266
C89480	008	CAMOUFLAGE SCREENING SYSTEM: AN/USQ-150(V)	B	0	0	0	0	0	0	266	266	266

Search... Apply Refresh Undo Insert... Delete Print... Help... Version...

Figure 7.2-14 LOGTAADS Authorization Listings Screen, Change Listing Tab

- b. Click the **Find** button to display the **UIC Search** screen (Figure 7.2-15).

UIC Search

UIC: **Go**

[WDU0AA](#)
[WDU0AJ](#)
[WDU0DC](#)
[WDU0DH](#)
[WDU0DJ](#)
[WDU0H2](#)
[WDU0HJ](#)
[WDU0MV](#)
[WDU0WD](#)

Figure 7.2-15 UIC Search Screen

- c. Click the **UIC** to select the unit. If no UICs appear, enter a complete, or partial, UIC in the **UIC** field and click the **GO** button.
- d. Select the Effective Date from the **Eff Date** LOV.
- e. Click the list control buttons to navigate the change list.
 - (1) Click the **Next** button to display the next page of the list.
 - (2) Click the **Prev** button to display the previous page of the list.
 - (3) Click the **First** button to display the page of the list.
 - (4) Click the **Last** button to display the last page of the list.
- f. To search the database for specific records:
 - (1) Click the **Search** button to open the **Change Listing Search** screen (Figure 7.2-16).

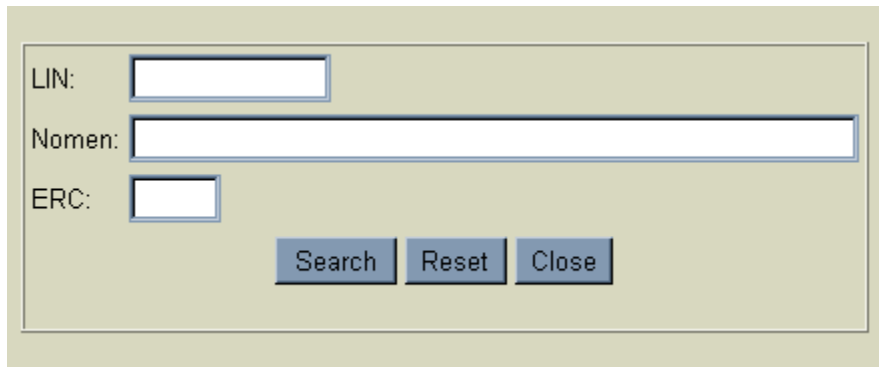
The image shows a software interface for searching change listings. It features three input fields: 'LIN:' with a small text box, 'Nomen:' with a long text box, and 'ERC:' with a small text box. Below these fields are three buttons: 'Search', 'Reset', and 'Close', arranged horizontally. The entire interface is enclosed in a light green border.

Figure 7.2-16 Change Listing Search screen

- (2) Enter the desired search criteria.
- (3) Click the **Search** button to execute the search.
- (4) Click **Reset** to clear the fields.
- (5) Click **Close** to exit the screen.

NOTE: For more information about searches, see section 4.

- g. Click the **Print** button to print the Change Listing using Excel.

NOTE: For further information about printing with Excel, see section 4.

7.2.5 LOGTAADS Exception Listing. This process displays and prints the LOGTAADS Exception Listing. The Exception Listing provides a list of units that require exception handling by the property book office. The LOGTAADS Visibility Listing, LOGTAADS Change Listing, and LOGTAADS Deactivation Listing are accessible from this screen.

a. From the **Property Book** menu, click **LOGTAADS Exception Listing** to display the **LOGTAADS Authorization Listings** screen, **Exception Listing** tab (Figure 7.2-17).

LOGTAADS Authorization Listings				
Visibility Listing AUTH-3	Change Listing AUTH-4	Exception Listing AUTH-5	Deactivation Listing AUTH-6	
<div> <input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/> Page 1 of 31 </div>				
UIC	Unit	Remarks	Doc Num	Eff Dt
W0VCB8	AHB CO C	UIC does not have LOGTAADS data		21 Nov 2002
W1HDA1	21ST ACFT SPT PACKAGE	UIC does not have LOGTAADS data		21 Nov 2002
W1HDA1	21ST CAV BDE	UIC does not have LOGTAADS data		21 Nov 2002
W1HDB1	21ST CAV BDE 1ST SQDN	UIC does not have LOGTAADS data		21 Nov 2002
W1HDC1	21ST CAV BDE 2ND BDE	UIC does not have LOGTAADS data		21 Nov 2002
W1HDF1	21 CAV BDE (HEADER)	UIC does not have LOGTAADS data		21 Nov 2002
W1HDW1	21 CAV BDE (HEADER)	UIC does not have LOGTAADS data		21 Nov 2002
W47AFF	USARC	UIC does not have LOGTAADS data		21 Nov 2002
W49RAA	HQ 5TH USA RC SUPPORT TM	UIC does not have LOGTAADS data		21 Nov 2002
W794FF	88TH TRP CMD HEADER	UIC does not have LOGTAADS data		21 Nov 2002
W7AFAA	93 CIVIL SPT TM HIARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7LGAA	6 CIVIL SPT TM TXARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7MAAA	USPFO ACTIVITY HI ARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7MFAA	62 CIVIL SPT TM LAARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7MGAA	63 CIVIL SPT TM OKARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7MMAA	81 CIVIL SPT TM NDARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7MNAA	82 CIVIL SPT TM SDARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7N325	CIF ACTIVITY UT ARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7N3AA	USPFO ACTIVITY UT ARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7NB25	CIF ACTIVITY LA ARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7NBAA	USPFO ACTIVITY LA ARNG	UIC does not have LOGTAADS data		21 Nov 2002
W7XJAA	300 MI BRIGADE HHC	UIC does not have LOGTAADS data		21 Nov 2002
<div> <input type="button" value="Search..."/> <input type="button" value="Apply"/> <input type="button" value="Refresh"/> <input type="button" value="Undo"/> <input type="button" value="Insert..."/> <input type="button" value="Delete"/> <input type="button" value="Print..."/> <input type="button" value="Help..."/> <input type="button" value="Version..."/> </div>				

Figure 7.2-17 LOGTAADS Authorizations Listings Screen, Exception Listing Tab

b. Click the list control buttons to navigate the exceptions list.

- (1) Click the **Next** button to display the next page of the list.
- (2) Click the **Prev** button to display the previous page of the list.
- (3) Click the **First** button to display the page of the list.
- (4) Click the **Last** button to display the last page of the list.

c. To search the database for specific records:

(1) Click the **Search** button to open the **Exception Listing Search** screen (Figure 7.2-18).

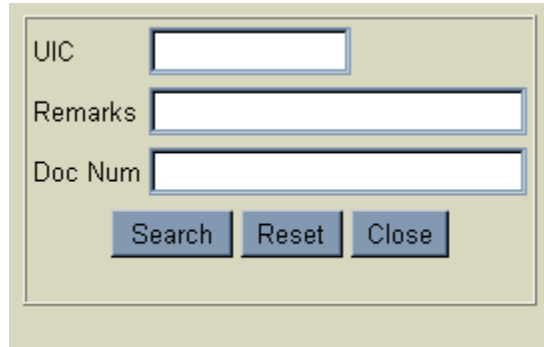
The image shows a software window titled "Exception Listing Search". Inside the window, there are three text input fields stacked vertically. The first field is labeled "UIC", the second "Remarks", and the third "Doc Num". Below these fields, there are three buttons: "Search", "Reset", and "Close". The buttons are arranged horizontally. The entire window has a light beige background.

Figure 7.2-18 Exceptions Listing Search Screen

(2) Enter the desired search criteria.

(3) Click the **Search** button to execute the search.

(4) Click **Reset** to clear the fields.

(5) Click **Close** to exit the screen.

NOTE: For more information about searches, see section 4.

d. Click the **Print** button to print the Exception Listing using Excel.

NOTE: For further information about printing with Excel, see section 4.

7.2.6 LOGTAADS Deactivation Listing. This process displays and prints the LOGTAADS Deactivation Listing. The Deactivation Listing provides a list of units designated for deactivation. The LOGTAADS Visibility Listing, LOGTAADS Change Listing, and LOGTAADS Exception Listing are accessible from this screen.

a. From the **Property Book** menu, click **LOGTAADS Deactivation Listing** to display the **LOGTAADS Authorization Listings** screen, **Deactivation Listing** tab (Figure 7.2-19).

LOGTAADS Authorization Listings			
Visibility Listing AUTH-3	Change Listing AUTH-4	Exception Listing AUTH-5	Deactivation Listing AUTH-6
			First Prev Next Last Page 1 of 1
UIC	Unit	Eff Dt	
WPORFF	EN HHC GRP	30 Oct 2002	
WPTJ99	IN BN 01 AUG	30 Oct 2002	
WPMUTD	EN BN HHC	30 Oct 2002	
WPRUAA	OD TM AVENGER BN TM	16 Sep 2002	
WPRWAA	OD TM AVENGER BN TM	16 Sep 2002	
WPRXAA	OD TM AVENGER BN TM	16 Sep 2002	

Search... Apply Refresh Undo Insert Delete Print... Help... Version....

Figure 7.2-19 LOGTAADS Authorizations Listings Screen, Deactivation Listing Tab

- b. Click the list control buttons to navigate the deactivation list.
- (1) Click the **Next** button to display the next page of the list.
 - (2) Click the **Prev** button to display the previous page of the list.
 - (3) Click the **First** button to display the page of the list.
 - (4) Click the **Last** button to display the last page of the list.

c. To search the database for specific records:

(1) Click the **Search** button to display the **Deactivation Listing Search** screen (Figure 7.2-20).

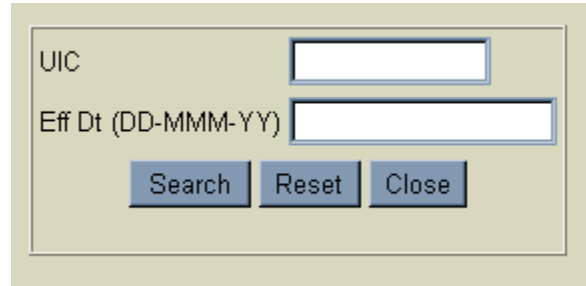
The image shows a software window titled "Deactivation Listing Search". It contains two input fields: "UIC" and "Eff Dt (DD-MMM-YY)". Below these fields are three buttons: "Search", "Reset", and "Close". The window has a light beige background and a thin border.

Figure 7.2-20 Deactivation Listing Search

(2) Enter the desired search criteria.

(3) Click the **Search** button to execute the search.

(4) Click **Reset** to clear the fields.

(5) Click **Close** to exit the screen.

NOTE: For more information about searches, see section 4.

d. Click the **Print** button to print the Deactivation Listing using Excel.

NOTE: For further information about printing with Excel, see section 4.

7.2.7 UIC/Paragraph Listing. This process displays and prints a UIC/Paragraph Listing. The UIC/Paragraph Listing provides a list of all Paragraphs on file for a specified UIC.

a. From the **Property Book** menu, click **UIC/Paragraph Listing** to display the **Authorizations** screen, **UIC/Paragraph Listing** tab (Figure 7.2-21).

The screenshot shows the 'Authorizations' window with the 'UIC/Paragraph Listing' tab selected. At the top, there are three buttons: 'View/Update Authorization AUTH-1', 'Add Authorization AUTH-2', and 'UIC/Paragraph Listing AUTH-7'. Below these, the UIC is 'W1HDAA' and the Unit is '21ST CAV BDE'. A 'Find' button is next to the UIC. A table displays the following paragraph numbers:

Paragraph Number
002
003
004
005
006

At the bottom of the window, there is a row of buttons: 'Search...', 'Apply', 'Refresh', 'Undo', 'Insert', 'Delete', 'Print...', 'Help...', and 'Version...'.

Figure 7.2-21 Authorizations Screen, UIC/Paragraph Listing Tab

b. Click the **Find** button to display the **UIC Search** screen (Figure 7.2-22).

The screenshot shows the 'UIC Search' window. It has a title bar 'UIC Search'. Below the title bar, there is a text input field labeled 'UIC:' and a 'Go' button. Below the input field, there is a list of UICs: WDUOAA, WDUOAJ, WDUODC, WDUODH, WDUODJ, WDUOH2, WDUOHJ, WDUOMV, and WDUOWD.

Figure 7.2-22 UIC Search Screen

c. Click the **UIC** to select the unit. If no UICs appear, enter a complete, or partial, UIC in the **UIC** field and click the **GO** button.

d. To search the database for specific records:

(1) Click the **Search** button to display the **UIC/Paragraph Search** screen (Figure 7.2-23).

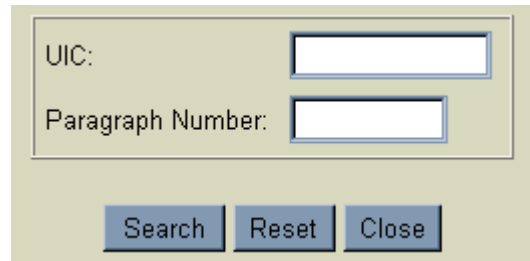
The image shows a software interface for searching records. It features a light green background. At the top, there is a label 'UIC:' followed by a white text input box. Below this, there is a label 'Paragraph Number:' followed by another white text input box. At the bottom of the interface, there are three blue buttons with white text: 'Search', 'Reset', and 'Close'.

Figure 7.2-23 UIC/Paragraph Search Screen

(2) Enter the desired search criteria.

(3) Click the **Search** button to execute the search.

(4) Click **Reset** to clear the fields.

(5) Click **Close** to exit the screen.

NOTE: For more information about searches, see section 4.

e. Click the **Print** button to print the UIC/Paragraph Listing using Excel.

NOTE: For further information about printing with Excel, see section 4.

7.3 Administrative Adjustment Report. Use this process to make minor adjustments to the property book and print a DA Form 4949.

- a. From the **Property Book** menu, click **Administrative Adjustment Report** to display the **Administrative Adjustment Report** screen, **Materiel Items** tab (Figure 7.3-1).

Administrative Adjustment Report

Material Items AAR-1 Administrative Change AAR-2

UIC: WAGNAD Find

Adjustment Action: CHANGE SERIAL NUM

LIN	SUBLIN	PBIC	NSN	ECS	Item Nomen
00001V	8	5450014302081			FIGHTING POSITION
00001V	8	5450014302081	1		FIGHTING POSITION
00001V	8	5450014302081	2		FIGHTING POSITION
00001V	8	5450014302081	3		FIGHTING POSITION
42534P	8	5180013985170			KIT, COMBAT ID
70208N	8	6130012000056			NOT ON CATALOG
70208N	8	6130012000057			CHGR SI PLT F3S-
70209N	8	7021012330016			CPU-P133, 16MB, SN
70209N	8	7021012339352			COMPUTER, SYSEX, U
70209N	8	7021012339359			EVEREX EXO-2E32E

Previous Page Previous Next Next Page

Serial # Reg # Detect Serial # Lot # Sys # Qty Acq C

Search Search Details Refresh Help

Select Delete Apply Help

Figure 7.3-1 Administrative Adjustment Report Screen, Materiel Items Tab

- b. The Materiel Items tab is divided into three (3) data areas, as shown in figure 7.3-2.

Administrative Adjustment Report

Material Items AAR-1 Administrative Change AAR-2

UIC: WAGNAD Find

Previous Page Previous Next Next Page

LIN	SUBLIN	PBIC	NSN	ECS	Item Name
00001V	8	5450014302081			FIGHTING POSITION
00001V	8	5450014302081	1		FIGHTING POSITION
00001V	8	5450014302081	2		FIGHTING POSITION
00001V	8	5450014302081	3		FIGHTING POSITION
42534P	8	5180013985120			KIT, COMBAT ID
70208N	8	61300120			NOT ON CATALOG
70208N	8	61300120			CHGR SI PLT F3S-
70209N	8	70210123			CPU-P133, 16MB, SN
70209N	8	7021012339352			COMPUTER, SYSEX, U
70209N	8	7021012339359			EVEREX EXO-2E32E

Previous Page Previous Next Next Page

Serial #	Reg #	Detect	Serial #	Lot #	Sys #	Qty	Acq C
----------	-------	--------	----------	-------	-------	-----	-------

Search Search Details Refresh Help

Adjustment Action: CHANGE SERIAL NUM

LIN SUBLIN PBIC NSN ECS Serial Nu

3

Select

Delete

Apply Help

Figure 7.3-2 Administrative Adjustment Report Screen, Materiel Items Tab

Legend for Figure 7.3-2

Number	Data Area	Function
1	LIN	Lists the Line Item Numbers belonging to the selected unit.
2	LIN Detail	Details the items associated with the selected LIN.
3	Selection	Lists the individual items selected for adjustment.

7.3.1 Creating an Administrative Adjustment.

- a. Select the desired UIC from the **UIC** LOV.
- b. Select the desired action from the **Adjustment Action** LOV (Figure 7.3-3).

The screenshot shows a software interface with a table and a dropdown menu. The table has two columns, 'LIN' and 'SUBLIN', with a large empty rectangular area below the headers. To the right of the table, a dropdown menu is open, displaying a list of actions. The first item, 'CHANGE SERIAL NUM', is highlighted in blue. The other items in the list are: 'CHANGE LOT NUM', 'CHANGE ACQ COST', 'CHANGE ACQ DATE', 'CHANGE REGISTRATION NUM', 'CHANGE SYS NUM', 'CHANGE LOT QTY', 'CHANGE DETECTOR SN', 'CONSUMED', 'MAKE/MODEL CHANGE', 'ASSEMBLY', and 'DISASSEMBLY'. The label 'Adjustment Action:' is positioned to the left of the dropdown.

LIN	SUBLIN
-----	--------

Adjustment Action: CHANGE SERIAL NUM

- CHANGE SERIAL NUM
- CHANGE LOT NUM
- CHANGE ACQ COST
- CHANGE ACQ DATE
- CHANGE REGISTRATION NUM
- CHANGE SYS NUM
- CHANGE LOT QTY
- CHANGE DETECTOR SN
- CONSUMED
- MAKE/MODEL CHANGE
- ASSEMBLY
- DISASSEMBLY

Figure 7.3-3 Asset Adjustment Report, Adjustment Action LOV

- c. Select the **LIN** from the list table.
 - (1) If the selected LIN has items eligible for adjustment, the detail information appears in the LIN detail area.
 - (2) If nothing appears in the LIN detail area, the item is not eligible for adjustment.
- d. Select the unique item from the list table.

e. After highlighting the particular item needing adjustment, click the **Select** button to add the item to the selection list (Figure 7.3-4).

Administrative Adjustment Report

Material Items AAR-1 Administrative Change AAR-2

UIC: WAGNAD Find

Previous Page Previous Next Next Page

LIN	SUBLIN	PBIC	NSN	ECS	Item Name
M12418		8	4240012580062		MASK CHEM BIO M4
M12418		8	4240013703823		MASK CHEM-BIOL M
M18526		8	4240014134100		MASK CH BI CV M4
M18526		8	4240014134101		MASK CH BI CV M4
M18526		8	4240014134102		MASK CH BI CV M4
M51419		8	6920002234919		MISSILE SIM ROUN
M74364		8	1005007012810		MOUNT GUN RING M
M74823		8	1010011797616		MT MACH GUN MK64
M74849		8	5860013508551		MELIOS LASER AN/
M75577		8	1005003229716		MT TPD MG CAL .5

Previous Page Previous Next Next Page

Serial #	Reg #	Detect	Serial #	Lot #	Sys #	Qty	Acq C
8533						0	8549
8550						0	8549
8608						0	8549
8686						0	8549
8931						0	8549

Search Search Details Refresh Help

Adjustment Action: CHANGE SERIAL NUM

LIN	SUBLIN	PBIC	NSN	ECS	Serial Number
C05701		8	6665013578502		Z47-C-019
M74849		8	5860013508551		8533
M74849		8	5860013508551		8550

Select Delete Apply Help

Figure 7.3-4 Administrative Adjustment Report Screen, Material Item Tab, Items Selected

f. To remove any records from the selection list, highlight the record and click the **Delete** button.

g. After selecting all of the desired items for adjustment, click the **Apply** button to assign a document number (Figure 7.3-5).

Save Is Complete. Your Document Number Is: WA0CA021970300

OK

Figure 7.3-5 Document Number Dialog Box

h. Click the **OK** button to close the dialog box.

- i. Click **Administrative Change** to display the **Administrative Adjustment Report** screen, **Administrative Change** tab (Figure 7.3-6).

Administrative Adjustment Report													
Material Items AAR-1		Administrative Change AAR-2											
Doc Num: WAGNA021010002		Find		Adjustment Action: CHANGE SERIAL NUM				Type Act Code: S		Form: DA4949			
LIN	SUBLIN	PBIC	NSN	ECS	Nomen	Lot Qty	Serial #	Registration #	Detector Serial #	Lot #	Sys #	Acq Cost	Acq Date
70209N		8	7025012000077		SOMPUTER SYS M&A	0	2379					4750	2000-06-20
Previous Page		Next Page											
LIN	SUBLIN	PBIC	NSN	ECS	Nomen	Lot Qty	Serial #	Registration #	Detector Serial #	Lot #	Sys #	Acq Cost	Acq Date
70209N		8	7025012000077		SOMPUTER SYS M&A	0	2380					4750	2000-06-20
Search		Refresh		Apply		Generate Form		Help					

Figure 7.3-6 Administrative Adjustment Report Screen, Administrative Change Tab

- j. If the document data fails to appear, click the **Refresh** button.
- k. Select the document number from the **Doc Num** LOV.
- (1) If the Adjustment Action is “Make/Model Change” or “Disassembly”, the tab appearance is similar to Figure 7.3-7.

Administrative Adjustment Report													
Material Items AAR-1		Administrative Change AAR-2											
Doc Num: WAGNA022380507		Find		Adjustment Action: DISASSEMBLY				Type Act Code: S		Form: DA4949			
Change From													
LIN	SUBLIN	PBIC	NSN	ECS	Nomen	Oh/Qty	Adjust Qty	Serial #	Registration #	Detector Serial #	Lot #	Sys #	
B60351		8	4933013947781	1	BORESIGHT EQUIP M30	1	0						
Lin: B60351		Nsn: 4933013947781		Adjust Qty: 0									
Change To													
Previous Page		Next Page											
DOC #	LIN	SUBLIN	PBIC	NSN	ECS	Nomen	ARC	UI	Qty	Adjust Qty	Lot #	Sys #	
Lin:		Nsn:		Adjust Qty:									
Search		Apply		Refresh		Insert		Generate Form		Help			

Figure 7.3-7 Administrative Change Tab, Make/Model Change or Disassembly

(2) If the Adjustment Action is “Assembly”, the tab appearance is similar to Figure 7.3.8.

The screenshot shows the 'Administrative Adjustment Report' window. At the top, there are tabs for 'Material Items AAR-1' and 'Administrative Change AAR-2'. Below the tabs, the 'Doc Num:' is 'WAGNA022380505' with a 'Find' button. The 'Adjustment Action:' is 'ASSEMBLY', 'Type Act Code:' is 'S', and 'Form:' is 'DA4949'. There are 'Change From' and 'Change To' sections. The 'Change From' section has 'Previous Page' and 'Next Page' buttons. Below it is a table with columns: DOC #, LIN, SUBLIN, PBIC, NSN, ECS, Nomen, ARC, UI, Oh/Qty, Adjust Qty, Serial #, Registration #, Detector Serial #, Lot #, Sys #. Below the table are input fields for Lin, Nsn, and Adjust Qty. The 'Change To' section has a table with columns: LIN, SUBLIN, PBIC, NSN, ECS, Nomen, Adjust Qty, Lot #, Sys #. Below the table are input fields for Lin, Nsn, and Adjust Qty. At the bottom are buttons: Search, Apply, Refresh, Insert, Generate Form, and Help.

Figure 7.3-8 Administrative Change Tab, Assembly

(3) For all other Adjustment Actions, the tab appearance is similar to Figure 7.3-6.

- I. Select the **Type Action Code** from the LOV. The default is “S”.

Code	Definition
C	Cancel
S	Suspend
P	Post

m. While the **Type Action Code** is “S”, make the appropriate changes in the applicable field and click the **Apply** button.

- n. Click the **Generate Form** button to print a DA Form 4949 and follow the prompts.

NOTE: The 4949 must be printed prior to posting the adjustments.

o. Select the **Type Action Code** “P” from the LOV and click **Apply** to complete the transaction.

7.3.2 Modifying A Suspended Adjustment.

- a. Click the **Administrative Changes** tab.
- b. Select the document number from the LOV to populate the screen (Figure 7.3-9).

Administrative Adjustment Report

Material Items AAR-1 Administrative Change AAR-2

Doc Num: WAGNA021610004 Find Adjustment Action: CHANGE SERIAL NUM Type Act Code: S Form: DA4949

WAGNA021010002
WAGNA021610004

LIN	SUBLIN	PBIC	NSN	ECS	Nomen	Lot Qty	Serial #	Registration #	Detector Serial #	Lot #	Sys #	Acq Cost	Acq Date
70224N		8	702501Z339367		MONITOR CTX-CVP	0	11111						2002-04-30

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LIN	SUBLIN	PBIC	NSN	ECS	Nomen	Lot Qty	Serial #	Registration #	Detector Serial #	Lot #	Sys #	Acq Cost	Acq Date
70224N		8	702501Z339367		MONITOR CTX-CVP	0	11111						2002-04-30

Search Refresh Apply Generate Form Help

Figure 7.3-9 Administrative Adjustment Report Screen, Administrative Change Tab

- c. If the document data does not appear, click **Refresh**.
 - d. While the **Type Action Code** is “S”, make the appropriate changes in the lower data list area and click the **Apply** button.
 - e. Click the **Generate Form** button to print a DA Form 4949 and follow the prompts.
- Note:** The 4949 must be printed prior to posting the adjustments.
- f. Select the **Type Action Code** “P” from the LOV and click **Apply** to complete the transaction.

7.3.3 Search. The Administrative Adjustment process has three search functions. Two of the searches, Search Asset and Search Asset Detail, are located on the Materiel Item tab, and the third, Search, is located on the Administrative Change tab. Search Asset and Search are general in nature, while Search Asset Detail is useful for locating specific items.

a. Click the **Search** button on the Materiel Item tab, or on the Administrative Change tab, to open the **Administrative Adjustment Search** screen (Figure 7.3-10).

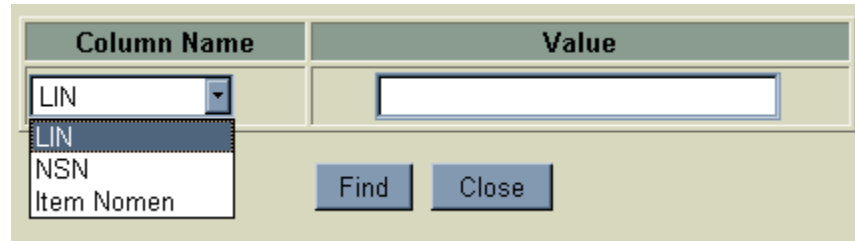
The screenshot shows a software interface for searching. It has two main columns: 'Column Name' and 'Value'. Under 'Column Name', there is a dropdown menu currently showing 'LIN'. Below the dropdown, a list of options is visible: 'LIN', 'NSN', and 'Item Nomen'. The 'Value' column contains an empty text input field. At the bottom right of the form, there are two buttons: 'Find' and 'Close'.

Figure 7.3-10 Administrative Adjustment Search Screen

b. Click the **Search Details** button on the Materiel Item tab to open the **Administrative Adjustment Asset Details Search** screen (Figure 7.3-11).

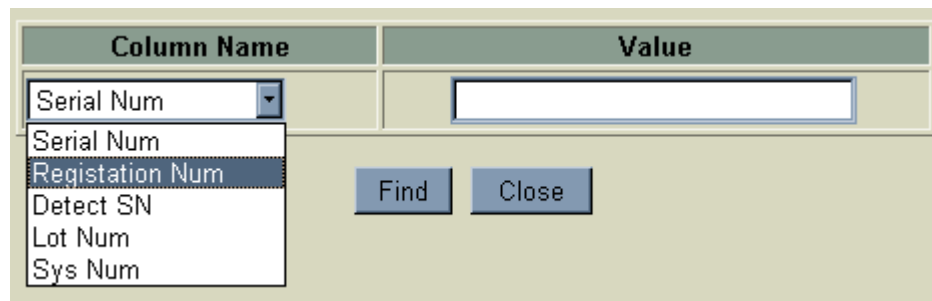
The screenshot shows a software interface for searching asset details. It has two main columns: 'Column Name' and 'Value'. Under 'Column Name', there is a dropdown menu currently showing 'Serial Num'. Below the dropdown, a list of options is visible: 'Serial Num', 'Registration Num', 'Detect SN', 'Lot Num', and 'Sys Num'. The 'Value' column contains an empty text input field. At the bottom right of the form, there are two buttons: 'Find' and 'Close'.

Figure 7.3-11 Administrative Adjustment Asset Details Search Screen

- c. Select the data element to search by from the **Column Name** LOV.
- d. Enter the **Value** and then click the **Find** button.
- e. Click **Close** to exit the screen.
- f. View the search results on the Materiel Item tab.

NOTE: For further assistance with searches, see section 4.

7.4 Asset Adjustments. Use this process to add, modify, and delete materiel item data and to update suspense actions.

a. From the **Property Book** menu, click **Asset Adjustments** to display the **Asset Adjustments** screen, **Materiel Item** tab (Figure 7.4-1).

ASSET ADJUSTMENTS

Materiel Items
AADI-1
Suspense Actions
AADI-2

UIC: W1HDAA Find

UNIT NAME: 21ST CAV BDE

S/R/LOT UPDATES

SYSTEM COMPONENT

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Next Page

LIN	PBIC	TAC	REQ QTY	AUTH QTY	AUTH DOC NO
63026N	4	3	0	3	CTA50-909
70118N	4	3	0	1	CTA 50-900
70200N	4	3	0	3	CTA50-909
70201N	4	9	0	1	TM/LTR/MSG/Spec Auth
70210N	4	3	0	1	CTA50-909
70214N	4	3	0	10	CTA 50-900
70217N	4	3	0	3	CTA50-909
92427N	4	3	0	1	CTA50-909
98608N	4	3	0	1	CTA 50-909
A06352	4	2	24	24	W1HDAAF CFC

Previous Page
Next Page

LIN	SUB LIN	NSN	ITEM NOMEN	SRRC	OH QTY	ECS
70118N		582001Z210002	SPEAKER FL STANDING	R	1	
70118N		582001Z210002	SPEAKER FL STANDING	R	1	1

Search
Refresh
Insert
Modify/Delete
Help

Figure 7.4-1 Asset Adjustment Screen, Materiel Items Tab

b. The Asset Adjustment screen has two tabs, Materiel Items and Suspense Actions.

7.4.1 Materiel Items. The Materiel Items tab is used to add, modify and delete materiel items associated with a particular LIN.

a. The Materiel Items tab displays two (2) data list tables. The first contains general LIN information and the second contains detailed information about the selected LIN.

b. Select the desired **UIC** from the UIC LOV.

7.4.1.1 Adding a Materiel Item.

- a. To add a materiel item to a LIN, select the **LIN** from the Asset Adjustment Materiel Item tab.
- b. Click the **Insert** button to open the **New Materiel Item** screen (Figure 7.4-2).

Figure 7.4-2 New Materiel Item Screen

Legend for Figure 7.4-2

Field Label	Field Name	Description
TYPE ACTION CODE	Type Action Code	The action to take place with the document. P = Post, S = Suspend
FORM	Form	The type of form used to record the action.
G/L DODAAC	Gaining/Losing DODAAC	The type of form used to record the action. If the form selected is 0362, 2408, 4697 or 4949, the G/L DODAAC field is removed from the screen.
DOC NUM	Document Number	
NSN	National Stock Number	The number used to identify the materiel item type.
SUB LIN	Substitute LIN	The substitute line item number for the item.
ECS	Equipment Concentration Site	The Equipment Concentration Site code where the item is stored.
O/H QTY	On-Hand Quantity	The quantity of the item being added.

- c. Select the **Type Action Code** from the LOV. The default is “P”.
- d. Select the required form from the **Form** LOV. The default is “DD_0250”.
- e. Enter the Gaining or Losing DODAAC in the **G/L DODAAC** field.
- f. Enter the **NSN** of the new materiel item. NSN is a mandatory field.
- g. If desired, enter a Sub LIN, Equipment Concentration Site and On-Hand Quantity.
- h. Click the **Apply** button to assign a document number and save the changes to the database.
- i. If the new item requires a serial, registration, or lot number, a partially complete **Add Serial No/Registration No/Lot No** screen appears (Figure 7.4-3).

ADD SERIAL NO / REGISTRATION NO / LOT NO		SRL-5	
UIC	WAGRAD	FORM:	DD_0250
LIN	70209N	DOC NUM	WAGRA020630101
SUBLIN		G/L DODAAC:	W4546B
NSN	702101Z339358	PBIC	8
SERIAL NUM		REGISTRATION NUM	
LOT NUM		LOT QTY	
DETECT SN		SYS NUM	
ACQ COST		ECS	
ACQ DATE			

Apply Close Help

Figure 7.4-3 Add Serial No/Registration No/Lot No Screen

- j. Enter the required information and click **Apply**.
- k. The window will refresh to allow further input.
- l. Click **Close** to exit the process.

NOTE: For further information on the Add Serial No/Registration No/Lot No screen, see paragraph 7.6.1.

7.4.1.2 Modifying Materiel Items.

- a. To modify a materiel item associated with a LIN, choose the LIN and the materiel item from the Asset Adjustment Screen.
- b. Click **Modify/Delete** to open the **Materiel Item Asset Adjustments** screen (Figure 7.4-4).

MATERIAL ITEM ASSET ADJUSTMENTS				AADJ-4	
ADJUSTMENT ACTION:		<input type="text" value="DECREASE"/>	FORM: <input type="text" value="DD_0250"/>		
TYPE ACTION CODE:		<input type="text" value="P"/>	G/L DODAAC: <input type="text"/>		
DOC NUM:		<input type="text"/>			
UIC:	<input type="text" value="W1HDAA"/>	PBIC:	<input type="text" value="4"/>	LIN:	<input type="text" value="63026N"/>
SUB LIN:	<input type="text"/>	NSN:	<input type="text" value="613001Z010004"/>	ECS:	<input type="text"/>
TAC:	<input type="text" value="3"/>	O/H QTY:	<input type="text" value="12"/>	ADJ QTY:	<input type="text" value="0"/>
<input type="button" value="Delete"/> <input type="button" value="Apply"/> <input type="button" value="Close"/> <input type="button" value="Help"/>					

Figure 7.4-4 Materiel Item Asset Adjustments Screen

Legend for Figure 7.4-4

Field Label	Field Name	Description
ADJUSTMENT ACTION	Adjustment Action	The action to take place with the document, Decrease or Increase .
FORM	Form	The type of form used to record the action. The type of form used to record the action. If the form selected is 0362, 2408, 4697 or 4949, the G/L DODAAC field is removed from the screen
TYPE ACTION CODE	Type Action Code	The action to take place with the document. P = Post, S = Suspend
G/L DODAAC	Gaining/Losing DODAAC	The Department of Defense Activity Address Code for the gaining or losing unit.
DJ QTY	Adjustment Quantity	The quantity to be added or subtracted.

- c. Select **Increase** or **Decrease** from the **Adjustment Action** LOV. The default is "Decrease".
- d. Select the required form from the **Form** LOV. The default is "DD_0250".
- e. Select **P** or **S** from the **Type Action Code** LOV. The default is "P".
- f. Enter the Gaining or Losing DODAAC in the **G/L DODAAC** field.
- g. Enter the adjustment quantity in the **ADJ QTY** field.
- h. Click the **Apply** button to assign a document number and save the changes to the database.
- i. If the action taken is an increase and the item requires a serial, lot, or registration number:

(1) A partially complete **Add Serial No/Registration No/Lot No** screen appears (Figure 7.4-5).

ADD SERIAL NO / REGISTRATION NO / LOT NO		SRL-5	
UIC	W1HDAA	FORM:	DD_0250
LIN	63026N	DOC NUM	W1HDAA23245005
SUBLIN		G/L DODAAC:	W33R5T
NSN	613001Z010004	PBIC	4
SERIAL NUM		REGISTRATION NUM	
LOT NUM		LOT QTY	
DETECT SN		SYS NUM	
ACQ COST		ECS	
ACQ DATE			

Apply Close Help

Figure 7.4-5 Add Serial No/Registration No/Lot No Screen

- (2) Enter the required information and click **Apply**.
- (3) The window will refresh to allow further input.
- (4) Click **Close** to exit the process.
- (5) For further information on the Add Serial No/Registration No/Lot No screen, see paragraph 7.6.1.

j. If the action taken is a decrease and the Type Action Code = 'P' and the item requires a serial, lot, or registration number:

(1) A **Serial No/Registration No/ Lot No Updates** screen appears (Figure 7.4-6).

SERIAL NO / REGISTRATION NO / LOT UPDATES										SRL-4
UIC: <input type="text" value="W1HDAA"/>		DODAAC: <input type="text" value="W34T4F"/>		UNIT NAME: <input type="text" value="21ST CAV BDE"/>						
DOC NO: <input type="text" value="W1HDAA23245003"/>		FORM NO: <input type="text" value="DD_0250"/>								
LIN	NSN	PBIC	SERIAL NUM	REG NUM	DET NSN	LOT NUM	QTY	SYS NUM	ACQ COST	ACQ DATE
63026N	613001Z010004	4	13	13	13	13	13	13	13	2002-10-29
63026N	613001Z010004	4	14	14	14	14	14	14	14	2002-10-29
63026N	613001Z010004	4	15	15	15	15	15	15	15	2002-10-29
63026N	613001Z010004	4	16	16	16	16	16	16	16	2002-10-29
63026N	613001Z010004	4	17	17	17	17	17	17	17	2002-10-29
63026N	613001Z010004	4	221	221	221	221	221	221	221	2002-11-15
63026N	613001Z010004	4	222	222	222	222	222	222	222	2002-11-15

Figure 7.4-6 Serial No/Registration No/Lot No Updates Screen

(2) To select a single item, click the specific row of the item to be deleted.

(3) To select multiple items, hold down the **Ctrl** key and click the rows to be deleted (Figure 7.4-7).

SERIAL NO / REGISTRATION NO / LOT UPDATES										SRL-4
UIC: <input type="text" value="W1HDAA"/>		DODAAC: <input type="text" value="W34T4F"/>		UNIT NAME: <input type="text" value="21ST CAV BDE"/>						
DOC NO: <input type="text" value="W1HDAA23245003"/>		FORM NO: <input type="text" value="DD_0250"/>								
LIN	NSN	PBIC	SERIAL NUM	REG NUM	DET NSN	LOT NUM	QTY	SYS NUM	ACQ COST	ACQ DATE
63026N	613001Z010004	4	13	13	13	13	13	13	13	2002-10-29
63026N	613001Z010004	4	14	14	14	14	14	14	14	2002-10-29
63026N	613001Z010004	4	15	15	15	15	15	15	15	2002-10-29
63026N	613001Z010004	4	16	16	16	16	16	16	16	2002-10-29
63026N	613001Z010004	4	17	17	17	17	17	17	17	2002-10-29
63026N	613001Z010004	4	221	221	221	221	221	221	221	2002-11-15
63026N	613001Z010004	4	222	222	222	222	222	222	222	2002-11-15

Figure 7.4-7 Serial No/Registration No/Lot No Updates Screen, Multiple Rows Selected

(4) To select a block of items, click the first row to be deleted, hold down the **Shift** key, and click the last row to be deleted (Figure 7.4-8).

LIN	NSN	PBIC	SERIAL NUM	REG NUM	DET NSN	LOT NUM	QTY	SYS NUM	ACQ COST	ACQ DATE
63026N	613001Z010004	4	13	13	13	13	13	13	13	2002-10-29
63026N	613001Z010004	4	14	14	14	14	14	14	14	2002-10-29
63026N	613001Z010004	4	15	15	15	15	15	15	15	2002-10-29
63026N	613001Z010004	4	16	16	16	16	16	16	16	2002-10-29
63026N	613001Z010004	4	17	17	17	17	17	17	17	2002-10-29
63026N	613001Z010004	4	221	221	221	221	221	221	221	2002-11-15
63026N	613001Z010004	4	222	222	222	222	222	222	222	2002-11-15

Figure 7.4-8 Serial No/Registration No/Lot No Updates Screen, Block of Rows Selected

(5) Click the **Delete** button.

(6) Click **OK** in the Delete confirmation box.

(7) Click **OK**

(8) Click **Search** to display the **Serial No/Registration No/Lot No Updates** search screen (Figure 7.4-9).

Figure 7.4-9 Serial No/Registration No/Lot No Search Screen

(a) Select the data element to search by from the **Column Name** LOV.

(b) Enter the **Value** and then click the **Find** button.

(c) Click **Close** to exit the search screen.

(9) Click **Close** to exit the screen.

k. If the action taken is a decrease and the Type Action Code = 'S' and the item requires a serial, lot, or registration number:

(1) A **Serial No/Registration No/ Lot No Updates** screen listing all assets having the selected NSN is displayed (Figure 7.4-10).

SERIAL NO / REGISTRATION NO / LOT UPDATES										SRL-4
UIC: W1HDAA		DOC NO: W1HDAA23245006		DODAAC: W33T67		FORM NO: DD_0250				
LIN	NSN	PBIC	SERIAL NUM	REG NUM	DET NSN	LOT NUM	QTY	SYS NUM	ACQ COST	ACQ DATE
63026N	6130012010004	4	13	13	13	13	13	13	13	2002-10-29
63026N	6130012010004	4	14	14	14	14	14	14	14	2002-10-29
63026N	6130012010004	4	16	16	16	16	16	16	16	2002-10-29
63026N	6130012010004	4	17	17	17	17	17	17	17	2002-10-29
63026N	6130012010004	4	221	221	221	221	221	221	221	2002-11-15
63026N	6130012010004	4	222	222	222	222	222	222	222	2002-11-15

Continue Close Help

Figure 7.4-10 Serial No/Registration No/Lot No Updates Screen

(2) Click the asset to be removed.

(3) Click the **Continue** button to add that item to the document.

(4) Click the **OK** button on the dialog box.

(5) Select another asset to be removed or click the **Close** button to exit the process.

(6) Use the **Suspense Actions** tab (paragraph 7.4.2) to post the completed transaction.

7.4.1.3 Deleting Materiel Items.

- a. To delete a materiel item associated with a LIN, choose the LIN and the materiel item from the Asset Adjustment Screen.
- b. Click the **Modify/Delete** button to open the **Materiel Item Asset Adjustments** screen (Figure 7.4-11).

MATERIAL ITEM ASSET ADJUSTMENTS				AADJ-4	
ADJUSTMENT ACTION:	<input type="text" value="DECREASE"/>			FORM:	<input type="text" value="DD_0250"/>
TYPE ACTION CODE:	<input type="text" value="P"/>			G/L DODAAC:	<input type="text"/>
DOC NUM:	<input type="text"/>				
<hr/>					
UIC:	<input type="text" value="W1HDAA"/>	PBIC	<input type="text" value="4"/>	LIN	<input type="text" value="63026N"/>
SUB LIN	<input type="text"/>	NSN	<input type="text" value="613001Z010004"/>	ECS	<input type="text"/>
TAC	<input type="text" value="3"/>	O/H QTY	<input type="text" value="12"/>	ADJ QTY	<input type="text" value="0"/>
<hr/>					
<input type="button" value="Delete"/> <input type="button" value="Apply"/> <input type="button" value="Close"/> <input type="button" value="Help"/>					

Figure 7.4-11 Materiel Item Asset Adjustments Screen

- c. Enter the **G/L DODAAC**.
- d. Click the **Delete** button then click the **Yes** button in the delete confirmation box.
- e. Click the **OK** button on the document number confirmation box.

7.4.1.4 Materiel Items Search.

- a. To search for the database, click the **Search** button to display the **Materiel Items Search** screen.
- b. Select the data element to search by from the **Column Name** LOV (Figure 7.4-12).

Column Name	Value
LIN	

Find Close

Figure 7.4-12 Materiel Items Search Screen

- c. Enter the **Value** and then click the **Find** button.
- d. Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

7.4.1.5 Materiel Item Links. The Asset Adjustment Materiel Item tab has two (2) links to other processes. They are **S/R/Lot Updates** and **System Component**.

a. Click **S/R/Lot Updates** to display the **Serial No/Registration No/Lot Updates** screen (Figure 7.4-13).

SERIAL NO / REGISTRATION NO / LOT UPDATES							SRL-1	
UIC: W1HDAA Find		UNIT NAME: 21ST CAV BDE						
Previous Page Next Page								
LIN	SUB LIN	NSN	ITEM NOMEN	SRRC	PBIC	O/H QTY	ECS	DI QTY
63026N		613001ZD10004	POWER SUPPLY	S	4	12		0
63026N		613001ZD10004	POWER SUPPLY	S	4	2	2	0
63026N		613001ZD10004	POWER SUPPLY	S	4	3	3	0
63026N		613001ZD10004	POWER SUPPLY	S	4	5	4	0
63026N		613001ZD10004	POWER SUPPLY	S	4	3	5	0
63026N		613001ZD10004	POWER SUPPLY	S	4	6	6	0
70118N		582001Z210002	SPEAKER FL STANDING	R	4	1		0
70118N		582001Z210002	SPEAKER FL STANDING	R	4	1	1	0
70200N		660501Z210500	DELL COMPUTER WORKSTA	S	4	3		0
70200N		660501Z210500	DELL COMPUTER WORKSTA	S	4	3	1	0
Previous Page Next Page								
NSN	SERIAL NUM	REGISTRATION NUM	DETECT SN	LOT NUM	LOT QTY	SYS NUM	ACQ COST	ACQ DATE
613001ZD10004	1	1	1	1	1	1	1	2002-10-30
613001ZD10004	2	2	2	2	2	2	2	2002-10-29
Search Refresh Insert Delete Help								

Figure 7.4-13 Serial No/Registration No/Lot Updates Screen

NOTE: The Serial No/Registration No/Lot Updates process is discussed in paragraph 7.6 of this section.

b. Click the **System Component** tab to display the **Systems Component Listing** screen (Figure 7.4-14)

Systems Component Listing							
Component Query		PHR-3A	Component Modify/Add		PHR-3B		
UIC: WAAW00		Find		Unit Name: AVN UNIT MAINT CO (A)		Date Last Inventory: 2002-07-15 23:41:25.0	
Previous Page		Next Page					
LIN	SUBLIN	NSN	Serial Num	Ecs	Sys Num	Oh Qty	
C18582		7010014194988	QHH-81120104		02Q	4	
C18582		7010014194988	QHH-81120096		02N	4	
C18582		7010014194988	QHH-81020183		02P	4	
C18582		7010014194988	QHH-81020011		02O	4	
C22195		5420002929836	6556		d22	4	
C22195		5420002929836	8965		d23	4	
C22195		5420002929836	88558		d24	4	
C22195		5420002929836	986544		d24	4	
C22195		5420002929836	564456		d25	4	
C84432		6720011133732	65465		d10	5	
Previous Page		Next Page					
Sys Num	Serial Num	Com NSN	ADS	Acq Cost	Monthly Rental	Inst Date	Owner CD
02Q	56SPX13747	7025002834757		10000	0	2000-01-01	1
02Q	8BMCBA39197	702501Z338298		37400	0	2000-01-01	1
02Q	GC79361991	702501Z338920		40000	0	2000-01-01	1
02Q	QHH-81120104	7010014194988		600000	0	2000-01-01	1
02Q	QHH-81120104	702101Z339359		50000	0	2000-01-01	1
Search		Component Query		Refresh		Print Help	

Figure 7.4-14 Systems Component Listing Screen, Component Query Tab

NOTE: The Systems Component Listing process is discussed in section 8 of the manual.

7.4.2 Suspense Actions Tab. The Suspense Actions tab is used to update or post suspended asset adjustment documents.

- a. Click **Suspense Actions** to display the **Asset Adjustments** screen, **Suspense Actions** tab (Figure 7.4-15).

ASSET ADJUSTMENTS										
Material Items AADI-1 Suspense Actions AADI-2										
DOC NUM: W1HDA23245006		Find		TYPE ACT CODE: S		FORM: 0250		ADJUSTMENT ACTION: DECREASE		
Previous Page		Next Page								
LIN	NSN	SERIAL NUM	REG NUM	LOT NUM	SYS NUM	DET SN	LOT QTY	O/H QTY	ADJ QTY	DIC
63026N	613001Z010004	13	13	13	13	13	13	1	1	ZRI
Search		Refresh		Apply		Delete		Help		

Figure 7.4-15 Asset Adjustments Screen, Suspense Actions Tab

- b. If the document data fails to appear, click the **Refresh** button.
- c. Select the document number from the **DOC NUM** LOV.
- d. Select the Type Action Code from the **Type Act Code** LOV.

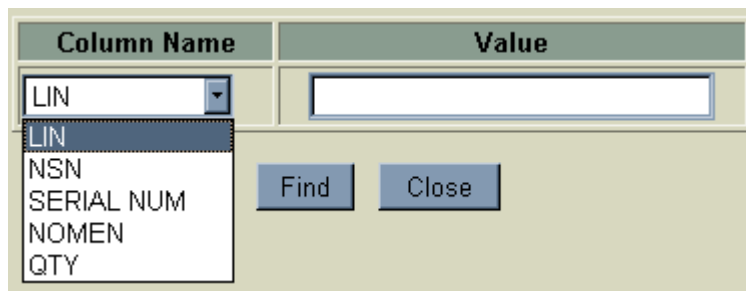
Code	Definition
C	Cancel
S	Suspend
P	Post

- e. Click **Apply** to save the changes to the database.

f. To search for the database for specific items:

(1) Click the **Search** button to display the **Suspense Actions Search** screen.

(2) Select the data element to search by from the **Column Name** LOV (Figure 7.4-16).



Column Name	Value
LIN	

LIN
NSN
SERIAL NUM
NOMEN
QTY

FindClose

Figure 7.4-16 Suspense Actions Search Screen

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the search.

NOTE: For further assistance with searches, see section 4.

7.5 Lateral Transfers. Use this process to transfer materiel items between units.

- a. From the **Property Book** menu, click **Lateral Transfer** to display the **Lateral Transfer** screen, **Materiel Items** tab (Figure 7.5-1).

Lateral Transfer

Material Items LATT-1 | Outgoing Suspense Actions LATT-2 | Incoming Suspense Actions LATT-3

Losing UIC:

LIN	SUBLIN	PBIC	NSN	ECS	Item Nomen
70209N	9	701000T139386			COMPUTER ZEN ZBS
70209N	9	701000T139386	10		COMPUTER ZEN ZBS
70209N	9	701000T139386	26		COMPUTER ZEN ZBS
70209N	9	701000T139386	4		COMPUTER ZEN ZBS
70209N	9	701000T139386	55		COMPUTER ZEN ZBS
70209N	9	701000T139386	7		COMPUTER ZEN ZBS
70209N	9	701000T139386	77		COMPUTER ZEN ZBS
70209N	9	701000T139386	8		COMPUTER ZEN ZBS
70209N	9	701000T139386	81		COMPUTER ZEN ZBS
70209N	9	701000T139386	9		COMPUTER ZEN ZBS

Serial Num	Reg Num	Lot Num	Sys Num
1011	70	70	70
555	5555	555	5555

Gaining UIC:

Figure 7.5-1 Lateral Transfer Screen, Materiel Items Tab

- b. The Materiel Items tab is divided into three (3) data areas, as shown in figure 7.5-2.

Lateral Transfer

Material Items LATT-1 | Outgoing Suspense Actions LATT-2 | Incoming Suspense Actions LATT-3

Losing UIC:

Gaining UIC:

Previous Page **1**

LIN	SUBLIN	PBIC	NSN	ECS	Item Name
70209N	9		701000T139386		COMPUTER ZEN ZBS
70209N	9		701000T139386	10	COMPUTER ZEN ZBS
70209N	9		701000T139386	26	COMPUTER ZEN ZBS
70209N	9		701000T139386	4	COMPUTER ZEN ZBS
70209N	9		701000T139386	55	COMPUTER ZEN ZBS
70209N	9		701000T139386	7	COMPUTER ZEN ZBS
70209N	9		701000T139386	77	COMPUTER ZEN ZBS
70209N	9		701000T139386	8	COMPUTER ZEN ZBS
70209N	9		701000T139386	81	COMPUTER ZEN ZBS
70209N	9		701000T139386	9	COMPUTER ZEN ZBS

Previous Page

Serial Num	Reg Num	Lot Num	Sys Num
1011	70	70	70
555	5555	555	5555

2

3

Figure 7.5-2 Lateral Transfer Screen, Materiel Items Tab

Legend for Figure 7.5-2

1	LIN	Lists the Line Item Numbers belonging to the selected unit.
2	LIN Detail	Details the items associated with the selected LIN.
3	Selection	Lists the individual items selected for transfer.

7.5.1 Creating a Lateral Transfer.

- Select the UIC of the losing unit from the **Losing Unit** LOV.
- Enter the UIC of the gaining unit in the **Gaining Unit** field.
- Select the LIN to transfer.
- If the LIN has uniquely identified materiel items (i.e. serial number, registration number, or lot number), select the item from the LIN detail area.

e. After highlighting the item to transfer, click the **Select** button to add the item to the selection list (Figure 7.5-3).

The screenshot shows the 'Lateral Transfer' window with the 'Material Items' tab selected. The 'Losing UIC' is 'W0UDDC' and the 'Gaining UIC' is 'WM4DCO'. The 'Material Items' table lists various items with columns for LIN, SUBLIN, PBIC, NSN, ECS, and Item Name. The 'Serial Num' table lists serial numbers. The 'Select' and 'Delete' buttons are visible next to the item list. The 'Apply' button is at the bottom right.

LIN	SUBLIN	PBIC	NSN	ECS	Item Name
70239N	9	704500T141016			READER INTERMECC
92377N	9	711000T131906			DESK F T RIGHT P
92377N	9	711000T135260			DESK LEFT PED
98622N	9	7105009512346			SETTEE LEATHER
99002N	9	7430012429306			TYPEWRITER
99811N	9	719500T133665			WORKSTATION BLK
BB0003	9	592000T137231			BACKUP UNIT APC
CC0001	9	705000T137159			CONTROLLER MEMO
D41582	9	7025012725039			NOT ON CATALOG
D41582	9	7025013409810			NOT ON CATALOG

Serial Num	Reg Num	Lot Num	Sys Num
94081900568			
94081900557			
94081900555			
94081900552			

Figure 7.5-3 Lateral Transfer Screen, Material Items Tab, Items Selected

f. Once all items for transfer are selected, click the **Apply** button to assign the document number and save to the database.

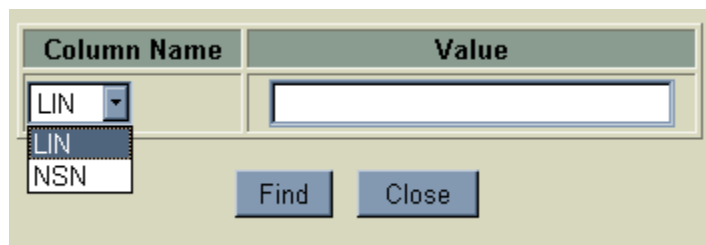
g. Click the **OK** button to close the dialog box (Figure 7.5-4).

The dialog box has a yellow warning icon and the text: 'Save is complete. Your document number is WA0CA021970304'. There is an 'OK' button at the bottom.

Figure 7.5-4 Lateral Transfer Dialog Box

h. To search the database for specific items:

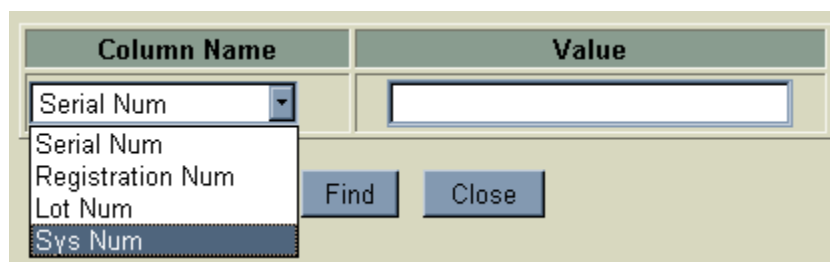
(1) Click the **Search Asset** button to display the **Material Items Search** screen and search for LINs and NSNs (Figure 7.5-5).



The screenshot shows a search interface with two main columns: 'Column Name' and 'Value'. Under 'Column Name', there is a dropdown menu currently showing 'LIN', with a list of options including 'LIN' and 'NSN'. To the right of this is a text input field under the 'Value' column. At the bottom of the interface are two buttons: 'Find' and 'Close'.

Figure 7.5-5 Materiel Items Search Screen

(2) Click the **Search Asset Detail** button to display the **Materiel Items Asset Detail Search** screen and search for the specific assets (Figure 7.5-6).



The screenshot shows a search interface similar to Figure 7.5-5. It has 'Column Name' and 'Value' columns. The 'Column Name' dropdown menu is open, showing a list of options: 'Serial Num', 'Registration Num', 'Lot Num', and 'Sys Num'. The 'Value' column has an empty text input field. 'Find' and 'Close' buttons are at the bottom.

Figure 7.5-6 Materiel Items Asset Detail Search Screen

(3) Select the data element to search by from the **Column Name** LOV.

(4) Enter the **Value** and click the **Find** button.

(5) Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

7.5.2 Outgoing Suspense Actions.

- a. Click **Outgoing Suspense Actions** on the **Lateral Transfer** screen, to display the **Outgoing Suspense Actions** tab (Figure 7.5-7).

LIN	SUBLIN	PBIC	NSN	ECS	Item Nomen	Serial Num	Reg Num	Lot Num	Gaining Qty	Losing O/H Qty
70209N		8	702101Z226695		COPMUTER,DGI,436DX/3	NC310549			1	1
70236N		8	702501Z307906		PRINTER,HP MDL 660C	US6131110R			1	1
B68790		8	1005008902609		BIPOD RIFLE 5.56MM M3				12	1

Figure 7.5-7 Lateral Transfer Screen, Outgoing Suspense Actions Tab

- b. Click the **DOC NUM** LOV to select the document number.
- c. If the document data fails to appear, click the **Refresh** button.
- d. The data fields are populated automatically by the system.
- e. Select the **Type Action Code** from the LOV. "S" is the default.

Code	Definition
C	Cancel
S	Suspend

- f. Enter a losing quantity if it is different from the losing on-hand quantity. The losing quantity cannot equal zero nor be greater than the losing on-hand quantity.
- g. If canceling or suspending the action, click the **Apply** button to save the changes to the database.
- h. To print a DA Form 3161, click **Generate Form** and follow the prompts.
- i. To print the Unit Transfer Listing, click **Print**.

NOTE: For more information on printing with Excel, see section 4.

- j. To post the transfer:
- (1) Adjust the **Losing O/H Qty**, if necessary.
 - (2) Click the **Apply** button.
 - (3) Click the **Generate Form** button and follow the prompts to print a DA Form 3161.
 - (4) Click the **Notify Gaining PBO** button.
 - (5) Click the **OK** button in the dialog box to complete the transfer (Figure 7.5-8).

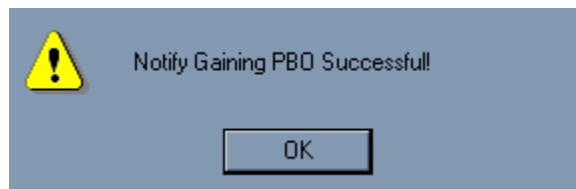


Figure 7.5-8 Notify Gaining PBO Dialog Box

- k. To search the database for specific documents:
- (1) Click the **Search** button to display the **Outgoing Suspense Actions Search** screen.
 - (2) Select the data element to search by from the **Column Name** LOV (Figure 7.5-9).

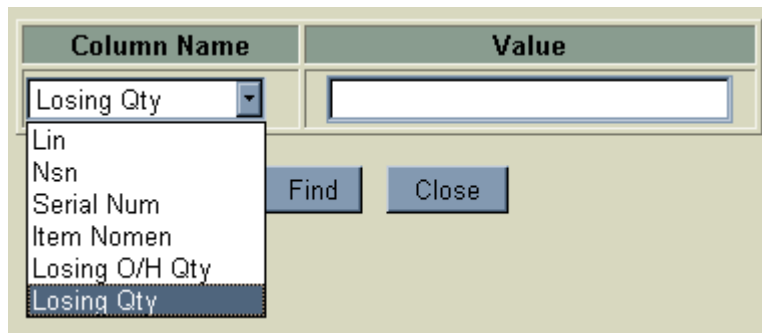


Figure 7.5-9 Outgoing Suspense Actions Search Screen

- (3) Enter the **Value** and click the **Find** button.
- (4) Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

7.5.3 Incoming Suspense Actions.

- a. Click **Incoming Suspense Actions** on the **Lateral Transfer** screen to display the **Incoming Suspense Actions** tab (Figure 7.5-10).

Figure 7.5-10 Lateral Transfer Screen, Incoming Suspense Actions Tab

Legend for Figure 7.5-10

Field Label	Field Name	Description
GAINING LIN	Gaining LIN	The LIN of the transferred item.
GAINING SUBLIN	Gaining Substitute LIN	The substitute LIN for the transferred item.
GAINING PBIC	Gaining PBIC	The Property Book Identification Code of the transferred item.
GAINING ECS	Gaining Equipment Concentration Site	The ECS receiving the transferred item.
GAINING QTY	Gaining Quantity	The number of items transferred. The gaining quantity cannot equal zero nor be greater than the losing quantity.

- b. Click the **Losing DOC NUM** LOV to select the document number.
- c. The data fields are populated automatically by the system.

- d. Select the **Type Action Code** from the LOV. "S" is the default.

Code	Definition
C	Cancel
P	Post
S	Suspend

- e. Complete the remaining fields as necessary.

- f. Click the **Apply** button to save the changes to the database.

- g. To search the database for specific items:

(1) Click the **Search** button to display the **Incoming Suspense Actions** search screen.

(2) Select the data element to search by from the **Column Name** LOV (Figure 7.5-11).

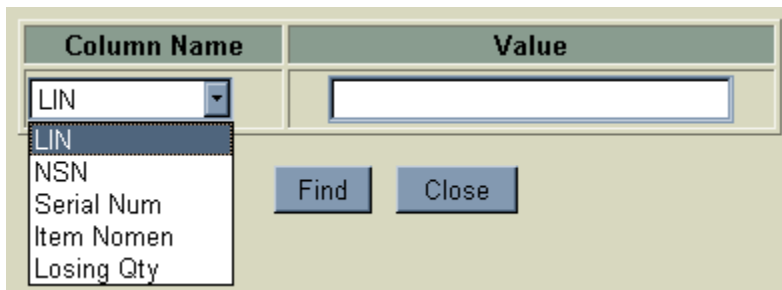


Figure 7.5-11 Incoming Suspense Actions Search Screen

- (3) Enter the **Value** and click the **Find** button.

- (4) Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

7.6 Serial No., Registration No., Lot Updates. Use this process to add or delete serial, registration, or lot numbered items.

- a. From the **Property Book** menu, click **Serial No., Registration No., Lot Updates** to open the **Serial No/Registration No/Lot Updates** screen (Figure 7.6.1).

SERIAL NO / REGISTRATION NO / LOT UPDATES										SRL-1	
UIC: W1HDAA		Find		UNIT NAME: 21ST CAV BDE							
Previous Page Next Page											
LIN	SUB LIN	NSN	ITEM NOMEN	SRRC	PBIC	O/H QTY	ECS	DI QTY			
63026N		613001ZD10004	POWER SUPPLY	S	4	12		0			
63026N		613001ZD10004	POWER SUPPLY	S	4	2	2	0			
63026N		613001ZD10004	POWER SUPPLY	S	4	3	3	0			
63026N		613001ZD10004	POWER SUPPLY	S	4	5	4	0			
63026N		613001ZD10004	POWER SUPPLY	S	4	3	5	0			
63026N		613001ZD10004	POWER SUPPLY	S	4	6	6	0			
70118N		582001Z210002	SPEAKER FL STANDING	R	4	1		0			
70118N		582001Z210002	SPEAKER FL STANDING	R	4	1	1	0			
70200N		660501Z210500	DELL COMPUTER WORKSTA	S	4	3		0			
70200N		660501Z210500	DELL COMPUTER WORKSTA	S	4	3	1	0			
Previous Page Next Page											
NSN	SERIAL NUM	REGISTRATION NUM	DETECT SN	LOT NUM	LOT QTY	SYS NUM	ACQ COST	ACQ DATE			
613001ZD10004	1	1	1	1	1	1	1	2002-10-30			
613001ZD10004	2	2	2	2	2	2	2	2002-10-29			
Search Refresh Insert Delete Help											

Figure 7.6-1 Serial No/Registration No/Lot Updates Screen

b. The Serial No/Registration No/Lot Updates screen has three (3) sections, as displayed in the following screen (Figure 7.6-2).

SERIAL NO / REGISTRATION NO / LOT UPDATES							SRL-1	
UIC: W1HDAA Find		UNIT NAME: 21ST CAV BDE						
Previous Page Next Page								
LIN	SUB LIN	NSN	ITEM NOMEN	SRRC	PBIC	O/H QTY	ECS	DI QTY
63026N		613001ZD10004	POWER SUPPLY	S	4	12		0
63026N		613001ZD10004	POWER SUPPLY	S	4	2	2	0
63026N		613001ZD10004	POWER SUPPLY	S	4	3	3	0
63026N		613001ZD10004	POWER SUPPLY	S	4	5	4	0
63026N		613001ZD10004	POWER SUPPLY	S	4	3	5	0
63026N		613001ZD10004	POWER SUPPLY	S	4	6	6	0
70118N		582001Z210002	SPEAKER FL STANDING	R	4	1		0
70118N		582001Z210002	SPEAKER FL STANDING	R	4	1	1	0
70200N		660501Z210500	DELL COMPUTER WORKSTA	S	4	3		0
70200N		660501Z210500	DELL COMPUTER WORKSTA	S	4	3	1	0
Previous Page Next Page								
NSN	SERIAL NUM	REGISTRATION NUM	DETECT SN	LOT NUM	LOT QTY	SYS NUM	ACQ COST	ACQ DATE
613001ZD10004	1	1	1	1	1	1	1	2002-10-30
613001ZD10004	2	2	2	2	2	2	2	2002-10-29
Search Refresh Insert Delete Help								

Figure 7.6-2 Serial No/Registration No/Lot Updates Screen

Legend for Figure 7.6-2

Number	Data Area	Function
1	LIN	Lists the Line Item Numbers belonging to the selected unit.
2	LIN Detail	Details the items associated with the selected LIN.

c. Select the **UIC** from the LOV to display the unit's records.

7.6.1 Adding a Record.

a. Locate the LIN that the item will be added to, then click the **Insert** button to display the **Add Serial No/Registration No/Lot No** screen (Figure 7.6-3).

ADD SERIAL NO / REGISTRATION NO / LOT NO		SRL-2
UIC	<input type="text" value="W1HDAA"/>	FORM:
		<input type="text" value="DD_0250"/>
LIN	<input type="text" value="70200N"/>	DOC NUM
		<input type="text"/>
SUBLIN	<input type="text"/>	G/L DODAAC
		<input type="text"/>
NSN	<input type="text" value="660501Z210500"/>	PBIC
		<input type="text" value="4"/>
SERIAL NUM	<input type="text"/>	REGISTRATION NUM
		<input type="text"/>
LOT NUM	<input type="text"/>	LOT QTY
		<input type="text"/>
DETECT SN	<input type="text"/>	SYS NUM
		<input type="text"/>
ACQ COST	<input type="text"/>	ECS
		<input type="text" value="4"/>
ACQ DATE	<input type="text"/>	
<input type="button" value="Apply"/> <input type="button" value="Close"/> <input type="button" value="Help"/>		

Figure 7.6-3 Add Serial No/Registration No/Lot No Screen

Legend for Figure 7.6-3

Field Label	Field Name	Description
Form	Form	The type of form used to record the action. If the form selected is 0362, 2408, 4697 or 4949, the G/L DODAAC field is removed from the screen
DOC NUM	Document Number	The authorization document number. Mandatory Field
G/L DODAAC	Gaining/Losing DODAAC	The Department of Defense Activity Address Code for the gaining or losing unit. Mandatory Field.
SERIAL NUM	Serial Number	The serial number used to identify the specific materiel item
REGISTRATION NUM	Registration Number	The registration number used to identify the specific item
LOT NUM	Lot Number	The number identifying the lot from which it was issued.
LOT QTY	Lot Quantity	The quantity items belonging to the lot.

DETECT SN	Detector Serial Number	The number used to identify a specific NBC detector.
SYS NUM	System Number	The number that identifies the system to which the item belongs.
ACQ COST	Acquisition Cost	The cost of the item at the time it was acquired.
ECS	Equipment Concentration Site	The Equipment Concentration Site code where the item is stored.
ACQ DATE	Acquisition Date	The date the item was acquired.

b. Enter the document number from the authorizing document in the **DOC NUM** field. This is a mandatory entry.

c. Enter the Gaining or Losing DODAAC in the **G/L DODAAC** field. This is a mandatory entry.

d. Enter data in the appropriate fields then click the **Apply** button to save the changes.

7.6.2 Deleting a Record.

a. Locate the LIN that the item will be added to, then click the **Delete** button to display the Delete Serial No/Registration No/Lot No screen (Figure 7.6-4).

LIN	NSN	PBIC	SERIAL NUM	REG NUM	DET NSN	LOT NUM	QTY	SYS NUM	ACQ COST	ACQ DATE
63026N	613001Z010004	4	14	14	14	14	14	2002-10-29		
63026N	613001Z010004	4	16	16	16	16	16	2002-10-29		
63026N	613001Z010004	4	17	17	17	17	17	2002-10-29		
63026N	613001Z010004	4	221	221	221	221	221	2002-11-15		
63026N	613001Z010004	4	222	222	222	222	222	2002-11-15		

Figure 7.6-4 Delete Serial No/Registration No/Lot Updates Screen

b. Enter the document number in the **Doc No** field.

c. Select the form number from the **Form** LOV.

d. Enter the DODAAC in the **DODAAC** field.

e. Select the items to be deleted.

(1) To select a single item, click the specific row of the item to be deleted.

(2) To select multiple items, hold down the **Ctrl** key and click the rows to be deleted (Figure 7.6-5).

LIN	NSN	PBIC	SERIAL NUM	REG NUM	DET	NSN	LOT NUM	QTY	SYS NUM	ACQ COST	ACQ DATE
63026N	613001Z010004	4	14	14	14	14	14	14	2002-10-29		
63026N	613001Z010004	4	16	16	16	16	16	16	2002-10-29		
63026N	613001Z010004	4	17	17	17	17	17	17	2002-10-29		
63026N	613001Z010004	4	221	221	221	221	221	221	2002-11-15		
63026N	613001Z010004	4	222	222	222	222	222	222	2002-11-15		

Figure 7.6-5 Serial No/Registration No/Lot No Updates Screen, Multiple Rows Selected

(3) To select a block of items, click the first row to be deleted, hold down the **Shift** key, and click the last row to be deleted (Figure 7.6-6).

LIN	NSN	PBIC	SERIAL NUM	REG NUM	DET	NSN	LOT NUM	QTY	SYS NUM	ACQ COST	ACQ DATE
63026N	613001Z010004	4	14	14	14	14	14	14	2002-10-29		
63026N	613001Z010004	4	16	16	16	16	16	16	2002-10-29		
63026N	613001Z010004	4	17	17	17	17	17	17	2002-10-29		
63026N	613001Z010004	4	221	221	221	221	221	221	2002-11-15		
63026N	613001Z010004	4	222	222	222	222	222	222	2002-11-15		

Figure 7.6-6 Serial No/Registration No/Lot No Updates Screen, Block of Rows Selected

- f. Click the **Delete** button.
- g. Click **OK** in the **Delete** confirmation box.
- h. Click **Search** to display the **Serial No/Registration No/Lot No Updates Search** screen (Figure 7.6-7).

Column Name	Value
SERIAL NUM	

SERIAL NUM
SYS NUM
LOT NUM
REGISTRATION NUM
PBIC

Find Close

Figure 7.6-7 Serial No/Registration No/Lot No Search Screen

- (1) Select the data element to search by from the **Column Name** LOV.
- (2) Enter the **Value** and then click the **Find** button.

NOTE: For further assistance with searches, see section 4.

- i. Click **Close** to exit the screen.

7.6.3 Serial No/Registration No/Lot No Search. Use this function to find specific items in the database.

- a. Click the **Search** button to display the **Serial No/Registration No/Lot No Search** screen.
- b. Select the data element to search by from the **Column Name** LOV (Figure 7.6-8).

Column Name	Value
LIN	

LIN
SUB LIN
NSN
ITEM NOMEN
SRRC
O/H QTY
ECS
DI QTY

Find Close

Figure 7.6-8 Serial No/Registration No/Lot No Search Screen

- c. Enter the **Value** and click the **Find** button.

- d. Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

7.7 Unit Transfer/Task Force/Split Operations. Use these processes to extract a unit or activity's property book data, either in part or in its entirety, when a unit or activity transfers to another property book or station operating GCSS-A/T SPR.

7.7.1 Unit Transfer. Use this process to transfer an entire unit's property book data to another unit.

- a. It is extremely important to take the following actions before processing a Unit Transfer transaction:

- (1) Print a current due-in listing for each UIC using the Activity Register Report (A0_) process. Use this listing to determine AC_ and AM_ candidates.

- (2) Prepare AM_ transactions, using the MILSTRIP Mass Modifications process, for all due-in requests being diverted to the new station. Change the Supplementary Address to reflect the new ship-to destination.

- (3) Prepare AC_ transactions, using the MILSTRIP Mass Cancellations process, for unwanted due-in requests not being diverted to the new station; Unit Transfer only.

- (4) Use the Outgoing Suspense Actions (Paragraph 7.7.6) and Incoming Suspense Actions (Paragraph 7.7.8) tabs to either cancel or complete suspense actions before processing the transfer.

- (5) Make a complete review of the Primary Hand Receipt and the System Component Listing. Determine the on-hand quantities of items not accompanying the unit upon transfer.

- (6) Dispose of unwanted, non-deployable property by lateral transfer or by turn-in to SSA.

- (7) Obtain the data required for the new duty station. This data applies to the unit or activity assignment at the new duty station.

b. From the **Property Book** menu, click **Unit Transfer/Task Force/Split Operations** to display the **Unit Transfer/Task Force/Split Operations** screen, **Unit Transfer** tab (Figure 7.7-1).

Unit Transfer / Task Force / Split Operations

Unit Transfer UTSO-1 TaskForce / Split Operations

Select UIC To Transfer:

Losing - Unit Data

Parent UIC: TOC:

CAC: UAC:

Station Name:

Gaining - Unit Data

Parent UIC: TOC:

CAC: UAC:

Station Name:

Figure 7.7-1 Unit Transfer/Task Force/Split Operations Screen, Unit Transfer Tab

Legend for Figure 7.7.1

Field Label	Field Name	Description
Parent UIC	Parent Unit Identification Code	Identifies the upper echelon unit of an organization
CAC	Command Assignment Code	Identifies the command level or property book identification of the unit
Station Name	Station Name	Identifies the location of the unit.
TOC	Type Organization Code	Identifies the source document for equipment authorizations
UAC	Unit Assignment Code	Identifies the assignment status of a unit

- c. Select a UIC from the **Select UIC To Transfer** LOV.
- d. The system automatically fills the **Losing – Unit Data** section.
- e. Enter the gaining unit UIC in the **Parent UIC** field.

- f. Make changes to the **TOC**, **CAC**, **UAC**, and **Station name**, as necessary (Figure 7.7-2).

The screenshot shows a software interface titled "Unit Transfer / Task Force / Split Operations". It has two tabs: "Unit Transfer" and "TaskForce / Split Operations". The "Unit Transfer" tab is active. Below the tabs, there is a section for "Select UIC To Transfer:" with a dropdown menu showing "WA0CA0" and a "Find" button. Below this, there are two sections: "Losing - Unit Data" and "Gaining - Unit Data". The "Losing - Unit Data" section has fields for "Parent UIC:" (WA0CAA), "TOC:" (1), "CAC:" (DT), "UAC:" (0), and "Station Name:" (FT HOOD TX). The "Gaining - Unit Data" section has fields for "Parent UIC:" (WGFRAA), "TOC:" (TOE/MTOE), "CAC:" (DT), "UAC:" (0-Assigned), and "Station Name:" (FT HOOD TX). At the bottom, there are four buttons: "Search", "Apply", "Refresh", and "Help".

Figure 7.7-2 Unit Transfer Tab, Gaining Unit Data Entered

- g. Click the **Apply** button to save the changes to the database.
- h. When the dialog box appears, click the **OK** button.
- i. At the gaining unit, the transferred UIC must be added to the User Roles and Permissions. See section 5 for further information.

7.7.2 Unit Transfer Search. Use this function to find specific units in the database.

- a. Click the **Search** button to display the **Unit Transfer Search** screen.
- b. Select the data element to search by from the **Column Name** LOV (Figure 7.7-3).

Column Name	Value
UIC	
Parent UIC	
TOC	
CAC	
UAC	
Station Name	

Find Close

Figure 7.7-3 Unit Transfer Search

- c. Enter the **Value** and click the **Find** button.
- d. Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

7.7.3 Task Force/Split Operations. Use this process to transfer a portion of a unit's property book data to a derivative unit.

- a. Prior to performing the Task Force/Split Operations process:
 - (1) Use the Create Derivative UIC (DUIC) process to create the gaining UIC. Ensure the proper Task Force Code and PBIC are entered. See paragraph 5.5.3 for more information.
 - (2) Add support data to the DUIC, i.e. DODAAC. See paragraph 5.4 for more information.
 - (3) Print and review the UIC Hand Receipt Listing (Paragraph 8.2.1) and System Component Listing (Paragraph 8.2.3). Determine the quantities of items to be left at the home station.

b. Click the **Task Force/Split Operations** tab to display the **Task Force/Split Operations, Materiel Items** tab (Figure 7.7-4).

Unit Transfer / Task Force / Split Operations

Unit Transfer UTSO-1 **TaskForce / Split Operations**

Material Items UTSO-2A Outgoing Suspense Actions UTSO-2B Incoming Suspense Actions UTSO-2C

Losing UIC: **Due In Records**

Task Force CD: Gaining UIC:

LIN	SUBLIN	PBIC	NSN	ECS	Item Name
70222N	8	7021012226695	AA	NOT ON CATALOG	
70222N	8	7022012145566		NOT ON CATALOG	
70224N	8	7025012330015		NOT ON CATALOG	
70224N	8	7025012338920		NOT ON CATALOG	
70236N	8	7025002834782		NOT ON CATALOG	
70236N	8	7025012339403		NOT ON CATALOG	
70236N	8	703500T150636		NOT ON CATALOG	
A02812	8	2590013846857		AUGER EARTH (SEE	
A92145	8	8470010928498		BODY ARMOR FRAG :	
A92145	8	8470010928499		BODY ARMOR FRAG :	

Serial Num Reg Num Lot Num Sys Num

601038515

Figure 7.7-4 Unit Transfer/Task Force/Split Operations Screen, Task Force/Split Operations Materiel Items Tab

c. The Materiel Items tab is divided into two frames with three (3) data areas, as shown in figure 7.7-5.

Figure 7.7-5 Unit Transfer/Task Force/Split Operations Screen, Task Force/Split Operations Materiel Items Tab

Legend for Figure 7.7-5

1	LIN	Lists the Line Item Numbers belonging to the selected unit.
2	LIN Detail	Details the items associated with the selected LIN.
3	Selection	Lists the individual items selected for transfer.

d. Click the **Losing UIC** field and select the unit.

e. The system automatically displays the unit's property book data below the **Losing UIC** field.

f. Click the **Task Force Cd** LOV to select the desired task force. The task force selected affects the gaining UIC selection.

g. Click the **Gaining UIC** LOV to select a UIC.

h. Highlight the **LIN** to transfer.

NOTE: The Task Force Codes and Gaining UICs displayed may belong to any installation in the world. Ensure the selected Task Force Code and Gaining UIC are correct.

i. If the LIN highlighted has serial, registration, lot, or system numbers, they are displayed below the property book data.

j. Highlight the item to transfer and click the **Select** button.

k. Items selected for transfer appear under the **Gaining UIC**.

l. If an item in the selection list needs to be removed, highlight the item then click the **Delete** button.

m. When the selection list is complete, click the **Apply** button to receive the document number. The document is added to the Activity Register with a DIC of ZRF.

n. Click the **OK** button to close the dialog box.

7.7.4 Task Force/Split Operations Search. The Task Force/Split Operations Materiel Items tab contains the Asset Search function for finding generalized items, and Search Asset Detail for finding specific items.

a. Click the **Search Asset** button to display the **Task Force/Split Operations Materiel Item Search** screen (Figure 7.7-6).

Column Name	Value
LIN	
LIN	
NSN	

Find Close

Figure 7.7-6 Materiel Items Search Screen

b. Click the **Search Asset Detail** button to display the **Task Force/Split Operations Materiel Item Asset Detail Search** screen, to search for specific assets (Figure 7.7-7).

Column Name	Value
Serial Num	
Serial Num	
Registration Num	
Lot Num	
Sys Num	

Find Close

Figure 7.7-7 Materiel Items Asset Detail Search Screen

- c. Select the data element to search by from the **Column Name** LOV.
- d. Enter the **Value** and click the **Find** button.
- e. Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

7.7.5 Materiel Item Links. The Materiel Items tab links to the MILSTRIP Mass Modification screen.

- a. Click **Due In Records** to display the **MILSTRIP Mass Modification** screen (Figure 7.7-8).

Mass Modification MIL-13						
<div style="display: flex; justify-content: center; gap: 5px;"> First Previous Next Last Save Refresh Search </div>						
Modify	Document Number	UIC	Origin	SIC	HR NUM	CL NUM
<input type="checkbox"/>	W810C221980501	WAGNAD	SHR	A	CDR	
<input type="checkbox"/>	W810CC21980400	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010100	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010101	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010102	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010103	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010104	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010105	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010106	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010107	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010108	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010110	WAE0AD	BASIC			
<input type="checkbox"/>	W810CC22010111	WAE0AD	BASIC			
<input type="checkbox"/>	W810ET22000001	WAGSAD				
<input type="checkbox"/>	W810EZ22000008	WAGSAD				
<input type="checkbox"/>	W811A802176508	WAGTAD	CHR		5	
<input type="checkbox"/>	W811A802206012	WAGTAD	SHR		7	
<input type="checkbox"/>	W811A803066500	WAGTAD	SHR		5	
<input type="checkbox"/>	W811A803466001	WAGTAD	SHR		6	
<input type="checkbox"/>	W811A803466008	WAGTAD	SHR		6	
<div style="display: flex; justify-content: space-between;"> <div>DIC: <input type="text"/></div> <div>Fund Code: <input type="text"/></div> <div>Media Status: <input type="text"/></div> <div>Signal Code: <input type="text"/></div> <div>Priority Code: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Suppl Addr: <input type="text"/></div> <div>Proj Code: <input type="text"/></div> <div>Advice Code: <input type="text"/></div> <div>Req Deliv Date (DDD): <input type="text"/></div> </div>						

Figure 7.7-8 MILSTRIP Mass Modification Screen

- b. This screen is used to send modifications on open supply documents.

NOTE: The MILSTRIP Mass Modification process is discussed in section 9.

7.7.6 Outgoing Suspense Actions. Use this process to clear all outgoing suspense records after performing the Task Force/Split Operations process.

a. Click **Outgoing Suspense Actions** to display the **Outgoing Suspense Actions** tab (Figure 7.7-9).

Unit Transfer / Task Force / Split Operations

Unit Transfer UTSO-1 TaskForce / Split Operations

Material Items UTSO-2A Outgoing Suspense Actions UTSO-2B Incoming Suspense Actions UTSO-2C

Doc Num: WA0CA022030300 Find Type Act Code: S

Losing UIC: WA0CA0 Gaining UIC: WAGNCO

Previous Page Previous Next Next Page

LIN	SUBLIN	PBIC	NSN	ECS	Item Nomen	Serial Num	Reg Num	Lot Num	Losing O/H Qty	Losing Qty
70222N		8	702101Z226695	AA	NOT ON CATALOG	601038515			1	1
A92145		8	8470010928499		BODY ARMOR FRAGSZ M				59	1
C20414		8	5420005229599		BRIDGE AVLSC60-60 FT				4	1

Search Apply Notify Gaining PBO Refresh Generate Form Print Help

Figure 7.7-9 Unit Transfer/Task Force/Split Operations Screen, Outgoing Suspense Actions Tab

b. Click the **Doc Num** LOV and select the desired suspense document.

c. If the document data fails to appear, click the **Refresh** button.

d. To transfer the suspense document to the designated Task Force unit, perform the following steps:

(1) Make the changes to the **Losing Qty** field, as necessary.

(2) Click the **Apply** button.

(3) Click the **Generate Form** button and follow the prompts to print the DA Form 3161.

(4) Click the **Notify Gaining PBO** button to transmit the task force transfer document to the DUIC.

(5) Click **OK** on the **Outgoing Suspense Actions Notify Gaining PBO** dialog box (Figure 7.7-10).

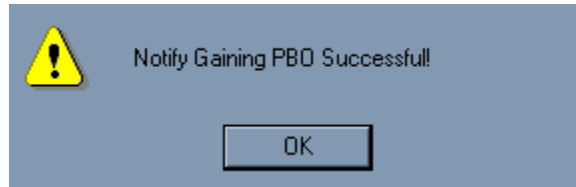


Figure 7.7-10 Outgoing Suspense Actions Notify Gaining PBO Dialog Box

(6) Click the **OK** button on the dialog box.

NOTE: The gaining unit must post the transaction using the **Incoming Suspense Actions** in order to successfully complete the transfer. If the gaining unit cancels the incoming suspense document, the document number will reappear in the **Outgoing Suspense Actions Doc Num** LOV and should be cancelled.

e. To cancel the suspense action, perform the following steps:

(1) Chose "C" from the **Type Act Code** LOV.

(2) Click the **Apply** button.

(3) Click the **Yes** button on the **Outgoing Suspense Actions Delete** confirmation box (Figure 7.7-11).

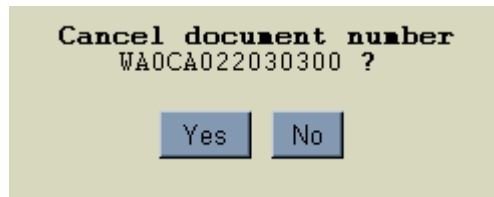


Figure 7.7-11 Outgoing Suspense Actions Delete Confirmation Box

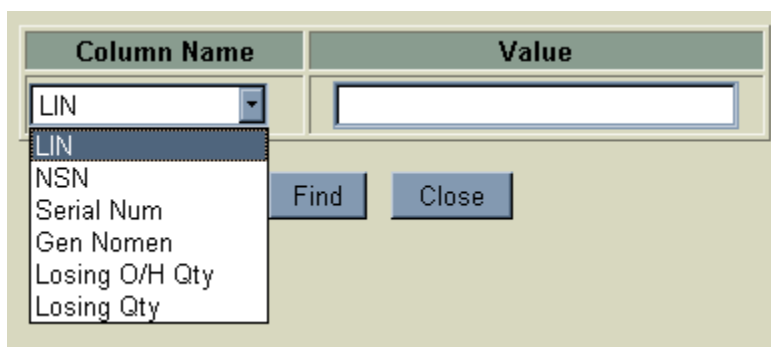
(4) Click the **OK** button on the dialog box.

f. To print a Task Force Listing, click print to display an Excel screen.

NOTE: For more information about printing with Excel, see section 4.

7.7.7 Outgoing Suspense Actions Search. Use this function to locate specific outgoing suspense items.

- a. Click the **Search** button to display the Unit Transfer Search Screen.
- b. Select the data element to search by from the **Column Name** LOV (Figure 7.7-12).



Column Name	Value
LIN	

LIN
NSN
Serial Num
Gen Nomen
Losing O/H Qty
Losing Qty

FindClose

Figure 7.7-12 Outgoing Suspense Actions Search Screen

- c. Enter the **Value** and click the **Find** button.
- d. Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

7.7.8 Incoming Suspense Actions. Use this process to accept or reject incoming suspense records created by the Task Force/Split Operations process.

a. Click **Incoming Suspense Actions** to display the **Incoming Suspense Actions** tab (Figure 7.7-13).

Unit Transfer / Task Force / Split Operations

Unit Transfer UTSO-1 TaskForce / Split Operations

Material Items UTSO-2A Outgoing Suspense Actions UTSO-2B Incoming Suspense Actions UTSO-2C

Losing Doc Num: WAE0A021920001 Find Gaining Doc Num: Type Act Code: S
Losing UIC: WAE0A0 Gaining UIC: WAGVB1

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LIN	SUBLIN	PBIC	NSN	ECS	Item Nomen	Serial Num	Reg Num	Lot Num	Losing Qty	Gaining Qty
00001V		8	5450014302081		FIGHTING POSITION				1	1
42534P		8	5180014114393		BTLED ID CGO A TAN				1	1

Search Apply Refresh Help

Figure 7.7-13 Unit Transfer/Task Force/Split Operations Screen, Incoming Suspense Tab

- b. Click the **Doc Num** LOV and select the desired suspense document.
- c. To post an incoming suspense action, perform the following steps:
 - (1) Chose "P" from the **Type Act Code** LOV.
 - (2) Click the **Apply** button.
 - (3) Click the **OK** button on the **Document Number** dialog box.
- d. After posting an incoming suspense action:
 - (1) Print and review the Hand Receipt and the System Component Listing of the DUIC (Paragraph 8.2.1.3) and verify all transferred property was posted.
 - (2) Update the DUIC parameter tables (Paragraph 5.8).
 - (3) Update the DUIC and Permanent UIC budget data (Paragraph 5.6). Performed only at the unit level.
 - (4) To continue with Standalone procedures, see Appendix E.

e. To cancel an incoming suspense action, perform the following steps:

(1) Chose "C" from the **Type Action Code** LOV.

(2) Click the **Apply** button.

(3) Click the **OK** button on the confirmation box.

7.7.9 Incoming Suspense Actions Search. Use this function to locate specific incoming suspense action items.

a. Click the **Search** button to display the Unit Transfer Search Screen.

b. Select the data element to search by from the **Column Name** LOV (Figure 7.7-14).

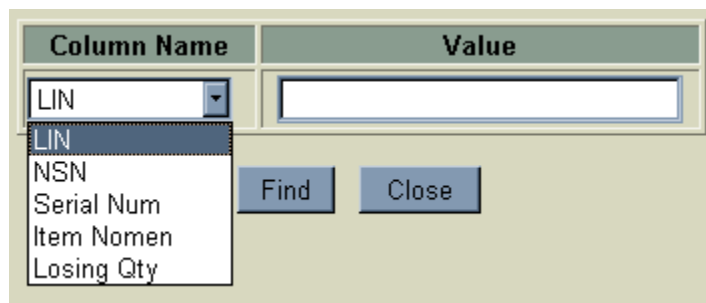


Figure 7.7-14 Incoming Suspense Actions Search Screen

c. Enter the **Value** and click the **Find** button.

d. Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

7.8 UIC Change Transaction. These processes are used to change an individual unit UIC, all UICs in a battalion, or merge two existing UICs.

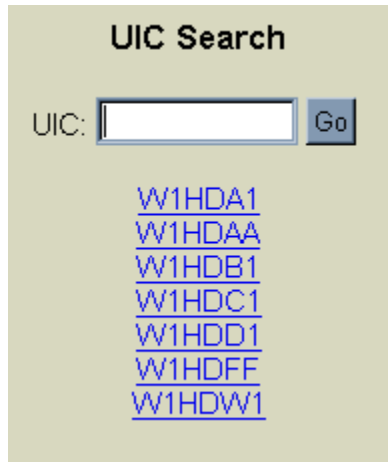
7.8.1 UIC Change. Use this process to change a single unit's UIC throughout the system.

- a. Select **UIC Change** to display the UIC Change screen (Figure 7.8-1).

The screenshot shows a web-based interface titled "UIC Change" with a sub-header "UICC-01". The interface is divided into two main sections: "Change From:" and "Change To:". The "Change From:" section includes a link for "OLD UIC:", a "Find UIC" button, and labels for "Unit:", "TOC:", and "MTOE/TDA:". The "Change To:" section includes a "NEW UIC:" text box, a "Unit:" text box, a "TOC:" dropdown menu, and an "MTOE/TDA:" text box. At the bottom of the screen are three buttons: "Apply", "Help", and "Close".

Figure 7.8-1 UIC Change Screen

- b. Click the **Find UIC** button to display the **UIC Search** screen (Figure 7.8-2).

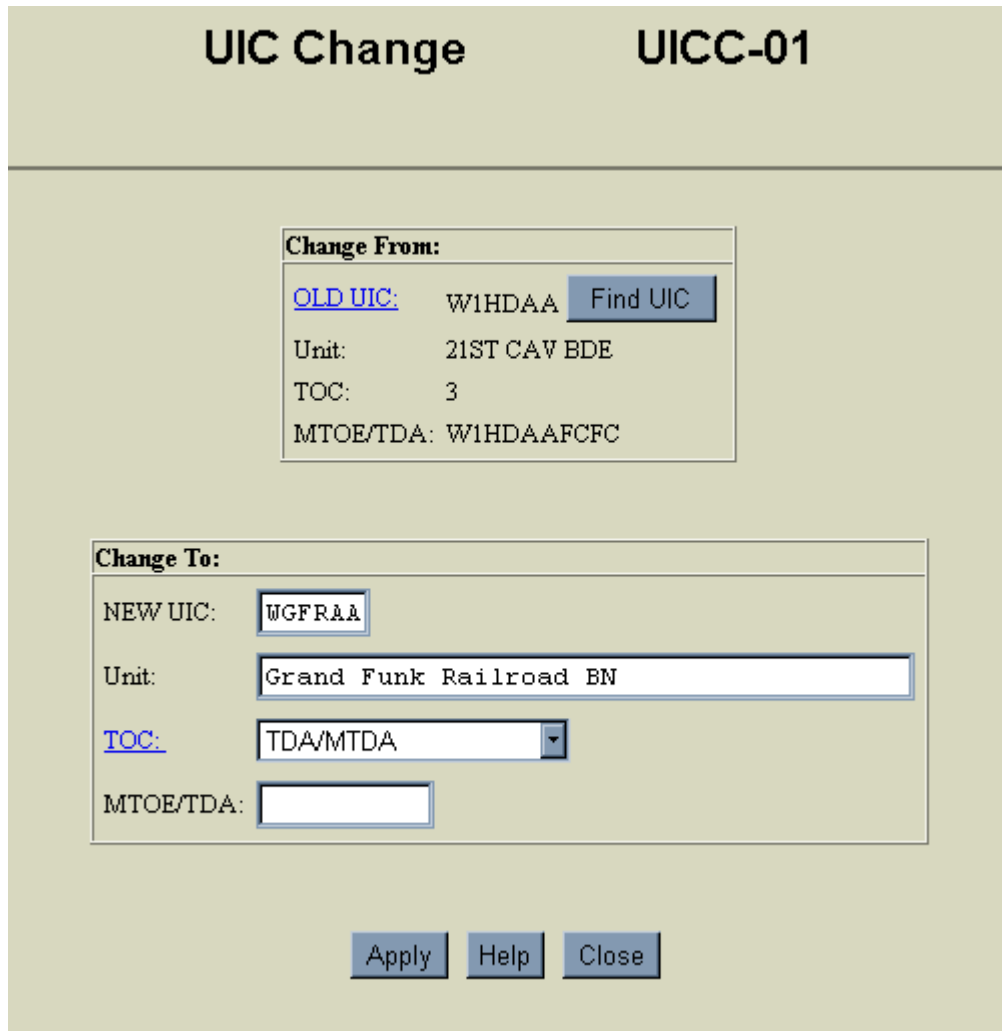


The image shows a web-based interface titled "UIC Search". It features a text input field labeled "UIC:" followed by a "Go" button. Below the input field, there is a list of seven UICs, each underlined and displayed in blue text: W1HDA1, W1HDAA, W1HDB1, W1HDC1, W1HDD1, W1HDF1, and W1HDW1.

Figure 7.8-2 UIC Search Screen

- c. Click the **UIC** to select the unit. If no UICs appear, enter a complete, or partial, UIC in the **UIC** field and click the **GO** button.
- d. The system completes the **Change From:** fields (**Unit**, **TOC**, and **MTOE/TDA**) and fills the **Change To: TOC** field.

e. Enter the **New UIC**, **Unit**, and **MTOE/TDA** (Figure 7.8-3). If desired, select a new TOC using the LOV.



The screenshot shows a software window titled "UIC Change" with a subtitle "UICC-01". It contains two main sections: "Change From:" and "Change To:". The "Change From:" section displays the following data: OLD UIC: WIHDAA (with a "Find UIC" button next to it), Unit: 21ST CAV BDE, TOC: 3, and MTOE/TDA: WIHDAAFCFC. The "Change To:" section contains input fields for: NEW UIC: UGFRAA, Unit: Grand Funk Railroad BN, TOC: TDA/MTDA (selected from a dropdown menu), and MTOE/TDA: (an empty field). At the bottom of the window are three buttons: "Apply", "Help", and "Close".

Figure 7.8-3 UIC Change Screen, Data Entered

- f. Click the **Apply** button to execute the UIC Change process.
- g. Click the **OK** button on the Successful Change dialog box.
- h. Click the **OK** button on the UIC Change Document Number dialog box.
- i. Click **Close** to exit the screen.

7.8.2 UIC Mass Change. Use this process to change all UICs in a battalion.

- a. Select **UIC Mass Change** to display the following UIC Mass Change screen (Figure 7.8-4).

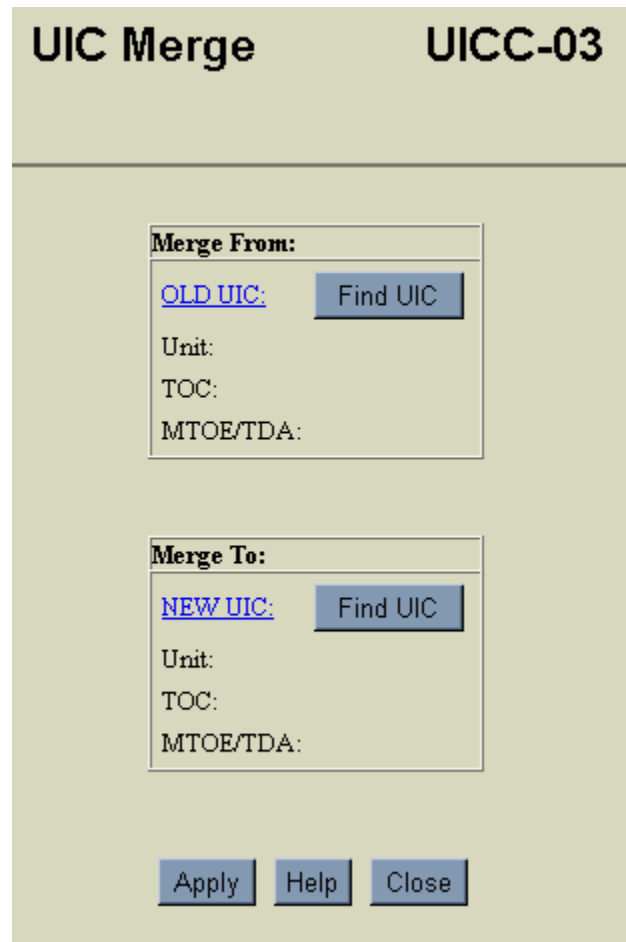
The screenshot shows a software window titled "UIC Mass Change" with a sub-header "UICC-02". The window contains two main sections. The first section, titled "Change From:", includes a label "OLD UIC:" followed by a text input field. The second section, titled "Change To:", includes three fields: "NEW UIC:" with a text input field, "TOC:" with a dropdown menu currently showing "TDA AUGMENTATION", and "MTOE/TDA:" with a text input field. At the bottom of the window are three buttons: "Apply", "Help", and "Close".

Figure 7.8-4 UIC Mass Change Screen

- b. Enter the first four positions of the changing UIC in the **Old UIC** field.
- c. Enter the **New UIC**, **TOC**, and **MTOE/TDA**.
- d. Click the **Apply** button to execute the UIC Mass Change process.
- e. Click the **OK** button on the confirmation box.

7.8.3 UIC Merge. Use this process to merge two units' information into one unit. Typically used to consolidate a unit after a task force or split operations deployment.

a. From the Property Book Menu, select **UIC Merge** to display the UIC Merge screen (Figure 7.8-5).



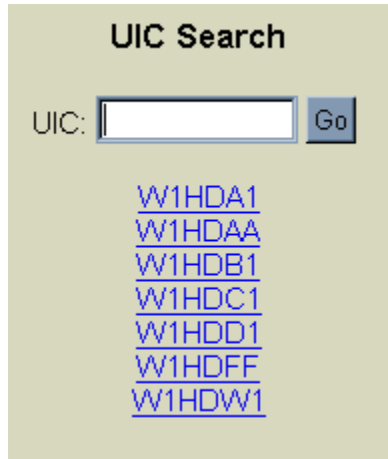
The image shows a software window titled "UIC Merge" with a subtitle "UICC-03". The window has a light beige background. It contains two main sections, "Merge From:" and "Merge To:", each with a text input field and a "Find UIC" button. The "Merge From:" section has a blue underlined text "OLD UIC:" in the input field. The "Merge To:" section has a blue underlined text "NEW UIC:" in the input field. Below each input field are labels for "Unit:", "TOC:", and "MTOE/TDA:". At the bottom of the window are three buttons: "Apply", "Help", and "Close".

UIC Merge		UICC-03
Merge From:		
<u>OLD UIC:</u>	Find UIC	
Unit:		
TOC:		
MTOE/TDA:		
Merge To:		
<u>NEW UIC:</u>	Find UIC	
Unit:		
TOC:		
MTOE/TDA:		
Apply	Help	Close

Figure 7.8-5 UIC Merge Screen

b. To select the **Old UIC**:

(1) Click the **Find UIC** button to display the **UIC Search** screen (Figure 7.8-6).



The image shows a screenshot of a web-based application titled "UIC Search". Below the title, there is a label "UIC:" followed by a text input field and a "Go" button. Below the input field, there is a list of seven UICs, each on a new line and underlined: W1HDA1, W1HDAA, W1HDB1, W1HDC1, W1HDD1, W1HDFF, and W1HDW1.

Figure 7.8-6 UIC Search Screen

(2) Click the **UIC** to select the unit. If no UICs appear, enter a complete, or partial, UIC in the **UIC** field and click the **GO** button.

c. The system completes the **Merge From: Unit, TOC, and MTOE/TDA** data.

d. To select the **New UIC**:

(1) Click the **Find UIC** button to display the **UIC Search** screen (Figure 7.8-6).

(2) Click the **UIC** to select the unit. If no UICs appear, enter a complete, or partial, UIC in the **UIC** field and click the **GO** button.

e. The system completes the **Merge From: Unit, TOC, and MTOE/TDA** data (Figure 7.8-7).

The screenshot shows a window titled "UIC Merge" with a sub-header "UICC-03". Inside, there are two main sections: "Merge From:" and "Merge To:". Each section contains a "Find UIC" button and a list of fields: "OLD UIC:", "Unit:", "TOC:", and "MTOE/TDA:". The "Merge From:" section shows "OLD UIC: W1HDA1", "Unit: 21ST ACFT SPT PACKAGE", "TOC: 3", and "MTOE/TDA:". The "Merge To:" section shows "NEW UIC: W1HDB1", "Unit: 21ST CAV BDE 1ST SQDN", "TOC: 3", and "MTOE/TDA: W1HDAAFCFC". At the bottom of the window are three buttons: "Apply", "Help", and "Close".

Merge From:	
OLD UIC:	W1HDA1
Unit:	21ST ACFT SPT PACKAGE
TOC:	3
MTOE/TDA:	

Merge To:	
NEW UIC:	W1HDB1
Unit:	21ST CAV BDE 1ST SQDN
TOC:	3
MTOE/TDA:	W1HDAAFCFC

Figure 7.8-7 UIC Merge Screen, Data Entered

f. Click the **Apply** button to execute the UIC Merge process.

NOTE: If the merge fails due to duplicate serial numbers, use the **Materiel Item Rollup, Search/View Materiel Item** tab to display the list of duplicate serial numbers. See Section 11 paragraph, 11.2.6 for further details.

g. Click the **OK** button on the Successful Merge dialog box.

h. Click the **OK** button on the Document Number dialog box.

i. Click **Close** to exit the UIC Merge screen.